Job Description for

**CHILDREN AND FAMILIES WORKER**

**10 hours/week**

**St Paul’s Anglican Church Papanui**

**Personal Skills**

* Relates well to children, youth leaders and other adult volunteers using Christian values and life experience
* Excellent communicator – formal and informal
* Great time management
* Able to deliver curriculum and manage children’s groups
* Enjoys developing teams of volunteer teachers and being in a team environment

**Experience**

* Previous work with children and/or whānau/families
* Familiarity with church life

**Personal Attributes**

* Aligned with the values and traditions of the Christian faith
* Passion for the spiritual development of children and their families
* Open to mentoring and deepening an understanding of God at work in the world

**Knowledge**

* Knowledge of the Bible and the essentials of the Christian faith
* Understanding of Christian ministry in today’s world
* Awareness of safeguarding requirements relating to children and families
* Understanding of childhood development

**Main Responsibilities**

* Planning and delivering a Bible centred Children’s Programme on Sunday mornings at St Paul’s Church in Papanui
* Recruiting, supporting and training junior leaders for the Sunday morning programme.
* Planning and leading a one day a week After school Programme
* Overseeing compliance with safeguarding and health and safety policies that relate to Children and Families
* Overseeing administration for the Sunday morning programme and Afterschool programme.
* Mentoring and training relationships with young leaders
* Meeting regularly with church Vicar for communication and mentoring

**Main Goals**

* To teach children about God and our Lord Jesus Christ through the Bible
* To encourage children and families to feel at home in the church environment
* To resource and encourage parents and caregivers as they nurture their children in the Christian faith
* To support and resource volunteers who are involved in this ministry.
* To create positive relationships between community families and the church community

**Relationships**

* Responsible to the Church Vicar
* Part of LOOP Youth Centre team
* Positive communication and relationships with children and families

**Financial Responsibility**

* Any expenditure for this ministry must be within the annual budget set by Vestry
* Reimbursement for authorised expenditure is made using the standard parish claim form. Invoices and receipts must be retained for this purpose and submitted fortnightly

**Expected Outcomes**

* Children will enjoy attending the Sunday morning programme and Afterschool programme
* The number of children involved would grow numerically.
* Children will grow in the knowledge of their faith and be able to articulate their faith in age-appropriate ways
* Programmes will be positive and well-prepared and will motivate families to attend church regularly
* Good connection with the LOOP youth centre and the local community.