

ASSISTANT CHILDREN'S PASTOR

ST ALDATES

A HOUSE OF PRAYER AT THE HEART OF OXFORD
PREPARING A GENERATION TO SHAPE THE NATIONS FOR CHRIST

PURPOSE OF THE ROLE

St Aldates Church has a strong Children's Ministry, with over 200 children regularly attending groups each Sunday, plus mid-week groups and regular major events to reach the wider community. This ministry, together with outreach to and support for families, is led by our Families Pastor, Revd Nina Oskarsdottir.

The role of Assistant Children's Pastor is a new, part-time role to support the Families Pastor in the key role of leading Children's Church each Sunday and providing broader support to the other events and activities.

ABOUT ST ALDATES

St Aldates is a charismatic, evangelical Anglican church situated in the heart of Oxford on a site where there has been a worshipping community for several hundred years. Our first priority is to connect upwards with God through worship, prayer and the Word, which together provide the foundation for all that goes on.

The city-centre parish is relatively small, with few residents; but the congregation is large, with members travelling from around Oxford and the wider county. As well as three Sunday services, the church runs a range of ministries specifically for students, men, women, children, youth and internationals. Members are encouraged to join Pastorates, which meet midweek for fellowship, worship, teaching and ministry in a smaller context. In addition, St Aldates is an outward-looking church, with an emphasis on evangelism (running Alpha courses each term), considerable outreach to students in both universities, the marginalised in the community (through the ACT! ministry) and support to mission work (based both in the UK and overseas).

St Aldates has recently formed close links with St Mary's church in Headington on the outskirts of Oxford. St Mary's is located in a deprived area with existing and planned large housing estates. Over the last few years we have been helping St Mary's develop and grow its outreach to families by running Holiday Clubs, after-school clubs and Sunday youth activities.

The St Aldates staff team consists of 15 Leadership and Ministry members, and a similar number of operational staff working in general administration, facilities and finance. In addition, the School of Ministry recruits 10-15 Interns annually who work alongside ministry leaders.

The main Church building seats around 650 people and was extensively re-ordered 30 years ago. It provides a majestic yet flexible space for worship and is regularly used for special events such as Children's Holiday Club, Student Balls, conferences and other meetings. The Parish Centre (40 Pembroke Street) holds the offices of most of the Staff team along with various meeting rooms which, when not in use for Church activities, are rented out for Commercial Lettings. The Catacombs Building (a few hundred metres away on Littlegate Street) has space that is used as a Youth centre and the basement has been dedicated as the Oxford Prayer Room.

For more information about St Aldates, please visit www.staldates.org.uk.

CHILDREN'S MINISTRY AT ST ALDATES

Children's Church runs every Sunday morning during term time. Our current pattern is to meet as a single congregation to share a short time of worship. Then approximately 200 children meet as 8 separate groups ranging from 6 months – 14 years of age. Approximately once a term we hold all-age worship with the children remaining in church for the full morning service.

Based on capacity and increased demands of space, we are in the process of rearranging groups and thinking creatively about the way we run Children's Church. This is part of the ongoing process of constantly seeking God and finding new ways to run the ministry that will enable more children and families to worship in St Aldates whilst also ensuring that every child has the best possible opportunity to meet with God.

We run a weekly toddler group on Monday mornings, a Bible study and below 5s session on Wednesday mornings and "All-In" every Thursday evenings for 10-14s. All work for 10-14s is run jointly by the Families Pastor and Youth Pastor and works well in enabling children to transition easily into youth ministry. In addition, we run annual holiday clubs, termly Family Fun Days, weekends away and socials for the children.

KEY TASKS AND RESPONSIBILITIES

Run Children's Church on Sunday morning

Together with the Families Pastor, you will seek God to develop an exciting and inspiring programme for Children's Church. This will involve:

- Developing the teaching themes for each term
- Ensuring that appropriate resources and teaching materials are available for group leaders
- Ensuring great communication with volunteers, including leading the pre-church prayer time for Children's Church
- Ensuring the smooth running of Children's Church from initial set-up to final pack-down
- Ensuring good communication with parents so that they are confident to leave children in your care
- Being available throughout the morning to support group leaders, trouble-shoot and carry out practical tasks as necessary
- Ensuring that all activities are safe and comply with our Health & Safety Policy.
- Occasionally leading groups within Children's Church

Recruiting Volunteers and Building Teams

Work with the Families Pastor to recruit volunteers for Children's Church, in line with the principles of Safer Recruiting. The nature of life in Oxford means that students and young families often stay in the city for only a few years, so there is a relatively high turnover of volunteers and the process of team-building is a continual task.

Safeguarding

Safeguarding affects all aspects of our church life, but the Children's team tends to have the greatest day-to-day involvement in these matters.

- Carry out regular DBS checks and check references for Children's ministry volunteers.
- Facilitate training for staff, leaders and helpers in Safeguarding procedures.

Administration

To ensure excellent administration of all aspects of Children's Ministry including:

- Record keeping – registers, incidents, contact details, birthday lists, ensuring compliance with Data Protection and developing good processes to assist team leaders to collect necessary information
- Finance – processing receipts and expenses, petty cash for events
- Equipment and resources – review, flag up items for replacement and ensure that items are stored neatly and safely
- Publicity – work with the Families Pastor and Communications Manager to ensure that activities and events are publicised and that the website is up-to-date
- Health & Safety including preparation of risk assessments and completion of accident reports when necessary

OTHER ASPECTS OF THE ROLE

There is a Genuine Occupational Requirement that the post-holder has a clear and demonstrable Christian commitment.

An enhanced DBS check will be required.

You will be committed to the Vision and Aims of St Aldates and will be expected to make St Aldates your normal place of worship. You will be supported spiritually through staff worship and prayer. You also have a responsibility to maintain your own spiritual growth by devoting sufficient time to prayer and the study of scripture. You will be expected to play a full part in the life of St Aldates church.

You are required to work Sundays, apart from those specifically agreed in advance with the Rector. You must be available to work at Christmas services (including Christmas Day), Carol services, Easter services, the Annual Parish Church Meeting and at other events when required. You may also need to attend other evening church events to recruit new leaders to the Children's Ministry.

PERSON SPECIFICATION

Knowledge and Experience

- You must have experience of working with children in a church context
- You must be able to demonstrate previous experience of inspiring and motivating people, ideally with experience of leading large teams of volunteers
- You need to be a committed charismatic evangelical Christian with a firm, mature faith and a growing love of the Lord.
- You will need to have good knowledge of the Bible coupled with a pastoral concern for and understanding of children

Skills and Abilities

- You will need to enjoy working with children and be able to relate very well to the age groups of 14 years and under.
- You must be able to find appropriate ways of communicating the Gospel of Christ to those who have heard and those who haven't yet heard it and equipping all children to grow in their faith.
- You will need to be an excellent organiser, able to take responsibility and to see creative solutions to problems which you are asked to solve, ideally with experience of running large events.
- You must have the confidence and ability to lead from the front in both the Sunday services and children's groups
- You will have to have a good sense of humour and will combine leadership skills with the ability to work creatively as a member of a team.
- You will need to be happy to undertake routine work and be totally reliable in all that you do.
- You will respect confidences and act with tact and sensitivity.

EMPLOYMENT DETAILS

Employer:	St Aldates Parochial Church Council
Remuneration:	£22,000 per annum, pro-rata, subject to experience
Pension:	NEST Corporation pension scheme, currently 3% employer's contribution
Hours:	Full-time: 20 hours per week, worked as Sunday plus two mid-week days
Annual leave:	6 weeks, plus Bank Holidays. In addition, periods at Christmas and Easter may be granted at the Rectors discretion.
Place of work:	St Aldates Parish Centre, 40 Pembroke Street, Oxford, OX1 1BP

APPLICATIONS

To apply for this post, please contact jobs@staldates.org.uk to request an application form.

If you would like an informal conversation about the post or to arrange a visit, please contact the Operations Director, Jenny Corps on 01865 254816

DEADLINE FOR APPLICATIONS Monday 1st July 2019