



st.marks

GRENOSIDE

becoming a light on a hill

## Job Description – Children and Young People Leadership and Development Worker

**Purpose of the post:** Provide overall leadership, co-ordination and development of the Children and Young People's Ministry at St Mark's.

In collaboration with the vicar the post will include oversight of all ministry with children and young people, including (but not necessarily confined to):

- a) inspiring and co-ordinating the production of a long-term vision for the development of this ministry.
- b) raising the profile of this ministry across St Mark's;
- c) encouraging, training and supporting those who work with children/young people.

**Context and background:** Set in a semi-rural setting St Mark's is a lively church set in the low, (fairly) open, evangelical tradition of the Anglican Church. It has a lively and growing ministry among children and young people (age range up to early teens). What appears to be a God-given opportunity has presented itself and needs to be developed. Ultimately the church is looking to make comprehensive provision for the welfare of the children and young people entrusted to it. This post is a key strategic one towards the implementation of that objective. The role has two core aspects namely the leading, developing and equipping of others AND assisting those others in active direct involvement with children and young people. A Children and Young People's Working group was set up in 2009 the final report and recommendations from which are included at Appendix A. This provides more information

### Core Duties:

- a) Inspiring and co-ordinating the production of a long-term vision for the development of this ministry. This should involve but not be limited to:-
  - a. Talking with people within St Mark's and the local community to develop a corporate vision for St Mark's
  - b. Engagement with other churches in the area (including Norfolk Hill Methodist church and across the Anglican Deanery/Diocese)
  - c. Production and presentation of a final report to PCC by September 2011 setting out the vision for the work, the resource required and potential means of meeting it.
- b) raising the profile of this ministry across St Mark's. This will include but not be limited to:-
  - a. regular communications with adults and children across the church
  - b. calling of relevant meetings
  - c. facilitate related teaching
  - d. instigate regular individual and corporate prayer for this ministry
  - e. development and good use of the St Mark's web site
- c) encouraging, training and supporting those who work with children/young people. This should include but not be limited to:-

- a. Regular assistance with the Sunday work with children and young people
- b. Regular meetings with children's workers across the church
- c. Identification and organisation of training for current and new children's workers
- d. Overseeing good practice including implementation of safeguarding policies
- e. Pastoral care and support for all children's workers
- f. Identification of gaps within the resourcing of this ministry and seeking to fill them

**Length of Appointment:** Initially a fixed term contract of 12 months. The church is funding the post for at least one year and funds are in hand for this. Efforts are being made to find funding to be able to continue the post for a further two years at least

**Hours:** 10-12 hours per week allocation of which will be agreed with the Vicar (Note: Given that regular attendance at Sunday Services will be needed, a proportion of the weekly hours, to be agreed with the Vicar, will be attributed to Sunday).

**General accountability:** to the Vicar and PCC of St Mark's Church, Grenoside in the Diocese of Sheffield

**Local Line Manager:** The Vicar – Revd Martin Kilner (although designated PCC members will have responsibilities to join in with appraisals and professional development)

**Responsible for:** volunteers at St Mark's working with Children and Young People within St Mark's and the wider community

**Place of work:** St Mark's Church Grenoside, the parish of St. Mark's and any other place where the employee may be reasonably required to attend in connection with the duties of the post

**Salary:** £18,000 to £20,000 p.a. (pro rata)

## Person Specification – Children and Young People Leadership and Development Worker

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate well with people of all ages and backgrounds.</li> <li>• An ability to lead by example and to delegate where appropriate.</li> <li>• Ability to use initiative and work alone</li> <li>• Ability to work as part of a team</li> <li>• Ability to juggle competing demands and know difference between urgent and important</li> <li>• Good written and spoken English</li> </ul>	
<b>Knowledge/ Qualification</b>	<ul style="list-style-type: none"> <li>• Clear enhanced CRB check.</li> <li>• Previous relevant experience in working with Children and/or Young People (i.e. teaching, leadership of children's/youth organisations)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a relevant subject</li> <li>• Qualification in Children and Youth Ministry</li> <li>• Qualification in Christian leadership and management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of youth or children's work</li> <li>• Experience of managing a team</li> <li>• Leadership and development experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of line management</li> <li>• Experience of co-operating with other not for profit organisations</li> </ul>
<b>Qualities / Values</b>	<ul style="list-style-type: none"> <li>• Committed Christian</li> <li>• Willingness to respect highest levels of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to get involved in other aspects of the church's community life</li> <li>• Committed to working alongside the marginalised, excluded and poor</li> </ul>



# CHILDREN AND YOUTH WORKING GROUP – FINAL REPORT

## Summary

The St Mark's Children and Youth Working Group was initiated by St Marks PCC in Summer 2009 to review all work with children and young people at St Mark's in terms of content, issues of child welfare and best practice.

This paper represents the group's final report to PCC and, as requested, makes recommendations regarding a number of specific areas, specifically that:

1. All interactions with children and young people at St Marks should be underpinned by the core values of partnership, relationship, purpose and respect
2. In the short-medium term, St Marks should:
  - i. By September 2010, ensure that well-resourced, age-specific provision is available at both main services *and* appoint a children's/youth development worker to provide overall leadership and oversight of all current and future work with children and young people
  - ii. By September 2011, develop and begin to implement strategy detailing future plans for wider ministry to young people across the area.
  - iii. Continue to actively seek to enable children to enjoy worshiping, encountering God and participating in the church family, within regular services and, in-particular within a monthly Altogether/All-Age service
3. Longer-term, all that is offered has to be seen in a wider context. The group commends to you especially, the longer term vision set out later and the desire for a more comprehensive provision for our children and young people.

An action plan setting out steps to achieve this vision is set out at the end of this paper.

## Core values and other outputs

Members of the group were drawn from across the St Mark's church family including existing children's workers, parents, the vicar, church-warden and representatives of PCC. The group met several times between September 2009 and February 2010. Discussions were informed by:

- a 'map' of all interactions with children/young people have with St Marks
- a number of separate conversations with those involved in children's/youth ministry at St Marks
- a consultation with congregations attending the 10am and 3pm services\*
- a paper exploring the biblical principles\*
- the previous review of provision for Children and Young People across our Deanery\*

Based on this work the group agreed a set of 'core values' which should underpin our children's and youth work at St Marks:

### CHILDREN'S AND YOUTH WORK AT ST MARKS: CORE VALUES

- God is the creator of families and often calls people to his Son in and through families – work with Children and Young People should be in **partnership** with their families wherever possible
- By God's design children and Young People are relational beings – Children and Young Peoples work should be a relationally based ministry which enables and encourages healthy **relationships**
- Elements of Children and Young Peoples work should have at least one of the following as a basis of its **purpose**:
  - Worship & Celebration
  - Learning about scripture
  - Discipleship
  - Discovering God and making a commitment
- Children and Young people should be treated with **respect** and seen as an integral and vital part of St Marks' church family
- Those involved in Children and Youth work should observe the relevant Church policies and safeguards that are in place. Also to recognise the importance of their own personal discipleship in working in this ministry.

## Developing a Longer-term Vision for Ministry with Children and Young People at St Mark's

The group was not asked to deliver any vision for our work with children and young people. However, in discussion there emerged, in light of all that we had discussed and prayed about, the need to paint a bigger picture of what this work might look like. It is felt important to share something of this picture.

Work with children and young people is so often the Cinderella work of the church. In practice, and in very general terms, churches tend to deal with this work operating one of two models. In the first, the church relies on faithful and committed volunteers from the congregation to do the work as best they can, often with limited resources, encouragement and support. As long as someone is looking after the children, that's fine and the church accepts the position (until a crisis arises) – this is St. Mark's present model.

The second model is one where the church decides that something more should be offered with a view to the work being developed and not being so volunteer dependent. It seeks funds, makes a time-limited appointment, the work flourishes for a while, and then the person appointed leaves or their contract comes to an end. The product of the work begins to ebb away. And a new cycle begins. – this is the model which operated during the time of Sandra Nichols with St. Mark's

If St. Mark's is to be true to the biblical teaching which we've reviewed, if it is to be true to the core values which it expresses then, surely, it should be looking to offer a different model that will develop and sustain this work as an ongoing part of its regular ministry.

Think, if you will, what happens when the vicar leaves. There is an automatic assumption that, after due process of an interregnum etc., a new vicar will be appointed in succession to the previous one. Though, in theory, the vicar has responsibility for every single person, young or old, work with children and young people is a very different animal and needs a different approach.

And this different approach? Is it beyond the dreams and imagination of St. Mark's to visualise, and be prepared to commit to, a time when we will have not only the vicar, as normally understood, but, a 'vicar' for that part of the church family which is our children and young people? This position would be on a full-time, permanent (i.e. not time-limited) basis. This 'vicar', though not necessarily clergy, would have, more or less, equivalent standing, training and gifting.

We know not how the Lord will lead us in the years to come but it is against this backdrop, this bigger picture, that the recommendations which follow are brought to you. They are to be seen and understood as, essentially, shorter-term recommendations dealing with immediate pressing issues.

Our hope and prayer is that our commitment to work with children and young people will be such that the kind of vision outlined above might one day become a reality

## Detail of Short-Medium Term Recommendations

### 1. Better resourcing for children's work during regular services, in particular to ensure long-term sustainability for work and workers

A number of steps have been taken regarding practical resourcing of our regular Sunday groups<sup>1</sup>. However at the moment we are struggling to have sufficient leaders/helpers for either the morning or afternoon service. There are concerns over 'over-burdening/burn-out', "leaders' own spiritual nourishment" and succession planning to accommodate inevitable turn-over among volunteers. At both services, in particular, the age-range of children in the group is a specific cause for concern: The current age range (from 3-14 in the morning service, 3-7 in the afternoon) is too wide to allow appropriately targeted teaching.

**We recommend that sufficient resourcing of all our children's work should be a higher priority for the PCC and whole church family, with the aim that well-resourced, age-specific provision is available at both the 10am and T-Service as soon as possible.**

**In particular, we recommend that, by September 2010, a key individual or individuals should be appointed to provide overall leadership and co-ordination for our work with children and young people.** This role, accountable to the vicar, should include oversight of all ministry with children and young people, including (but not necessarily confined to): raising profile among wider church; identifying, training and supporting those who work with children/young people; inspiring and executing a long-term vision for the development of our ministry. Following best practice, identifying individuals to fill such posts should involve careful creation of the job/person specifications for the role(s) and appropriate advertising for workers.

Almost inevitably, though not necessarily, paid workers are required and the church will need to be engaged in providing the financial resource to support this ministry.

In addition, after a suitable period of trial/bedding in, a review is needed of the suitability of the materials for our groups and/or desirability of using Roots alongside the previous Scripture Union materials (Bubbles etc)), perhaps for an interim period, until wider leadership/co-ordination roles are established.

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<sup>1</sup> E.g. introducing the 'Roots' magazine as a preliminary attempt to establish 'whole-church' teaching; provision of the minimum safety measure of at least 2 adults present at all groups; rearrangement of the T-service children's work to meet concerns over burdens on individual leaders; a registration form collecting details of children participating in our work

## 2. New work among young people

We welcome the establishing of a group providing age-specific teaching for the young people aged 11-16 as part of the T-Service. However immediate remit of the T-service ministry is necessarily (and rightly) limited to working with young people who attend the service, it is not a long term answer to fully meeting the needs of young people in our church or the wider community.

**We recommend that, within the next 18 months, St Mark's should develop a strategy detailing future plans for wider ministry to other young people across the area.** This may involve some or all of the following:

- meeting with the young people at some other time than Sunday afternoon.
- meeting with young people outside of the traditional church setting
- engaging other churches in the area (including Norfolk Hill Methodist church and across the Anglican Deanery/Diocese) to work together both to support existing work with young people and plans/aspirations for the future.

The strategy should provide detailed plans including the vision for the work, the resource required and identify potential means of meeting it. The first step will be to identify whether there is sufficient motivation from within the church family at St Marks for mission with young people, and – if a group of enthusiastic supporters can be found – to engage that group in praying, developing and executing the vision.

## 3. Enhancing children's experience of Sunday Services

On the whole, All-Age Services seem to have been received reasonably well over the last 9 months or so. The general consensus seems to be for that it is important for there to be occasions when children and adults are worshipping together in a service format.

**We recommend that a monthly All-Age service should continue and that appropriate steps should be taken to maintain as high a standard as we reasonably can with these services.** Delivery will take significant amounts of effort and it is vital to form a team or teams for the purpose. It may be that it will be possible to gather sufficient individuals together so that no one has to be involved on more than 2 or 3 occasions in the year. As well as certain times of the year when we would have all-age services anyway e.g. Harvest, we might usefully use some of the material that is often made available for special Sundays e.g. Homelessness Sunday, Bible Sunday.

For All-Age services and other services where separate age-appropriate work is provided, we would like to see that our time together enables children to themselves enjoy being the worshippers they are, with the opportunity for God encounters. The detail of how this might work out in practice, the

involvement of children within services, such as prayers, readings etc., are matters for careful discernment and judgment, to be worked out in discussion and prayerfully as we progress.

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## Action Plan

Year	Month	Action	Who
2010	March	PCC to discuss report and recommendations – set up special meeting to formally adopt report and action plan (8 <sup>th</sup> March)	PCC (Martin K)
	April	Report, in particular the Core Values, publicised and recommended to whole church at Annual Meeting, through services and other publicity (by 26 <sup>th</sup> April- tbc)	Reps from Working Group - tbc
		Start to plan for age-appropriate provision in Morning and T-Service (by 31 <sup>st</sup> May) Draft job specification for part-time Children/Youth Development worker	PCC (Martin K) Reps from PCC/working group - tbc
	May	Special PCC meeting to discuss future of Children/Youth work PCC agrees job specification and recruitment process for p/t Development worker (by 31 <sup>st</sup> May)	PCC PCC (Martin K)
	June	Advertise for and appoint p/t Dev worker (by 31 <sup>st</sup> Aug) Review how 'Roots' and other material is going (by 30 <sup>th</sup> June)	Martin K Children's workers/ Martin K
	Sept	<b>P/T Development worker starts work!</b> <b>Age-appropriate, well resourced provision available at both services!</b>	
	Oct	Begin to develop strategy for wider work with young people	Dev worker
2011	Jan	Present strategy for work with young people to PCC	Dev worker/PCC
	Mar	PCC agrees strategy for work with young people	PCC/ Dev worker
	Apr	ACM adopts strategy for work with young people – work begins	Dev worker
	Sept	<b>Work with young people up and running!</b>	
2012		Development work across existing services and new work with young people and others	Dev worker / Children's workers
2013	Sept	<b>Establishment of more comprehensive provision for Children's/Youth Ministry</b>	

Ongoing development of long-term vision for children's and youth



