

# Job Description

Full/part-time Families & Children's Worker,

St Andrew's, Oxshott



<b>Job Title</b>	Families & Children's Worker
<b>Appointed by/Employed by</b>	St Andrew's Oxshott PCC
<b>Responsible to</b>	Vicar of St Andrew's, Oxshott
<b>Workbase</b>	The Church Office, St Andrew's Church, Oakshade Road, KT22 0LE
<b>Contract and hours</b>	Full or part time but a minimum of 20 hours per week
<b>Remuneration</b>	<b>£28,000-£30,000</b> dependent on experience (or pro-rata)

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St Andrew's, Oxshott is a lively, friendly, community of believers whose vision is to be: 'Followers of Jesus Christ, Growing in faith, Growing in number and Serving the community in which we live and work'. On Sundays, we place a high value on biblical teaching within different styles of worship, and during the week further reflection and prayer takes place within Life Groups which meet weekly in homes.

Oxshott is a Church of England parish in a mostly affluent part of Surrey comprising 6,000 people in 2,000 households. Approximately 25% are children, and just over 50% are aged under 45, but sadly these age groups are currently under-represented within the worshipping community at St Andrew's Church.

We have extensive contacts with many young children and families through our ministry to local schools, a toddler group and baptism preparation, but in recent years have seen fewer parents finding a living faith or becoming part of the life of the church. With you, we are committed to make this change, and have a vision for growing younger. You'll be able to build on a number of existing successful programmes and devise new ways to engage with children and families within the community.

We are looking for someone with passion and suitable relevant experience as a Families and Children's worker to join the Leadership team, and to play an important role in the life of the Church and in reaching out to the thriving community of Oxshott.

## The aim of this role

- Build and develop outreach work with children and their families in our community
- Re-invigorate and provide fresh vision for our work to nurture the faith of families and children who are already part of the church.
- Help the whole St Andrew's family to own and relate to this vital work
- Model Christian values and lifestyle

## Key tasks

1. Working as part of the church leadership team, help to bring Families and Children to the centre of church life.
2. Create outline ideas, plans and priorities (short, medium and long term) for children's and families' work, particularly as we emerge from the Covid-19 Pandemic, including working online.
3. Building teams and leading the execution of these plans, helping to initiate, develop and grow activities for children and families.
4. Support, develop and motivate leaders/helpers working with the various children's groups & identify and encourage new leaders/helpers to join the various teams as the work grows and develops.

## **JOB DESCRIPTION**

- Ultimately, we want you to have oversight of all the work related to children and families, but we do not expect you to do it all yourself! We would look to you to lead and empower teams of volunteers, and lead by example.
- We would ask you to help us formulate key short, medium and long-term plans, so the job description below is indicative of the scope of the role, rather than definitive. In addition given the situation with COVID-19, we will need to reassess how we deliver our 'in-building' programmes and consider how we need to build our work online.

### **1. Pre-schools and schools**

You will play a key role in building upon the excellent relationships that exist between St Andrew's and a number of schools within Oxshott: the church school (The Royal Kent School or RKS) and prep schools (Bevendean and Daneshill schools). New links will need to be forged with The Ladybird Nursery, (a very popular new church pre-school, which opened with our support in January 2021 at The Royal Kent School).

- Contribute to the existing "Open The Book" assemblies in our local schools.
- Involvement with school services and visits to the church for festival services (online or in-building)
- Develop links/programmes with The Ladybird Nursery
- Build ideas and execute plans to strengthen whole family connections to St Andrew's

### **2. Church and community**

#### **Overall**

- Develop and implement holistic programmes to support and develop opportunities for parents and children to engage in the exploration of the Christian faith
- Contribute to the integration of Families and Children within service planning
- Work to build ownership of this vital work within the whole church community.

#### **Pre-school**

- Enable the re-launch of a Sunday service crèche for young children
- Provide vision and support for our pre-school age provision for adults and babies/toddlers
- Work with clergy and the baptism pastoral assistant to make the most of opportunities with baptism contacts

#### **Primary school**

- Reinvigorate our Sunday provision for children in services, including all-age elements in our worship (most Sunday mornings at 11am Oxshott Praise).

#### **In StAks (our weekly Sunday age-appropriate provision for children), and StAks@home (online)**

- Provide leadership and vision for and develop volunteer team members
- Lead programmes of teaching for the year ahead

## **Person Specification**

### **1. Essential skills and attributes**

- A committed Christian, with a passion for families and children (0-11)
- Able to relate effectively to children, their parents and a wide range of people beyond the church family
- Mature and articulate about your faith and confident in an evangelical faith and life-style
- A sense of humour
- Confident in the use of technology, online platforms and digital media for communication
- Ability to manage, motivate and build teams
- Creative and pioneering
- A good communicator, with good presentational and organisational skills


### **2. Desirable skills**

- Experience and/or relevant qualifications in Families & Children's work
- Some theological training
- Educated to degree level
- Clean driving licence

### **Support and Development**

- As Families and Children's Worker you will be part of the leadership team and report to the Vicar
- You will also be part of the Youth, Families and Children's committee (a PCC sub-committee)
- You will be mentored in the role, and be supported by a group who have a passion for and interest in what you are doing
- You will have the support of a spiritual director, which can be arranged once you begin.
- You will have the opportunity for in-service training, such as those provided by the Diocese of Guildford
- You will be encouraged to network with the deanery and other local children, family and youth workers
- Full ministry expenses will be paid, including an annual retreat.

You will find below a summary of our current (pre-COVID-19) activities for children and families. The most current information about our church activities can be found on our website: <https://www.standrewsoxshott.org.uk/>

Growing in faith		
		The name for our three groups that meet every Sunday morning in term time, from 11am-12noon, where we have bible teaching, fun and games, as well as time participating in the Sunday service
	Confirmation preparation	St Andrew's runs an eight week course of confirmation classes each year
Growing in number		
St Andrew's services	Oxshott Family Praise	On the first Sunday of each month, we have a service for families, where the children stay in with their parents throughout. This service includes easy to understand bible teaching, lively songs with children singing with the band, an appearance from the puppets and creative prayers
	Festival services e.g. crib service	These popular services attract a large number
	Baptism	Baptism preparation evenings are held for parents wishing to bring their children to baptism
Other school activities	Open the Book	Held at school assemblies, a small team of St Andrew's volunteers enact a short drama depicting a bible story. Held every Thursday at RKS and 4 times a term at Bevendean
	Termly/festival workshops	RKS and Bevendean children attend termly workshops held in the church. Small groups follow 8 stations around the church with a different activity and 'story' at each station
	Termly / festival services	Both RKS and Bevendean hold festival services in the church
	RE lessons	St Andrew's has led termly RE sessions for each year group at RKS
Serving the community		
	OY	A busy, fun youth club for 10-14 year olds (school years 6-9) with table tennis, table football, badminton, games, cooking and crafts in the church vestibule and hall, and outdoor games when the weather permits. OY is held every Friday between 8pm and 9.30pm during term time.
	InTouch	InTouch takes place every 2nd Monday of the month and is a time for those with bumps, babies and toddlers to relax, meet new friends and enjoy coffee and conversation in a dedicated area of St Andrew's church
	Families@4	A new Saturday afternoon family-friendly, café-style gathering, with free pizza and drinks. Families join for fun activities, community, pizza and worship twice a term.