

All Souls Church, Langham Place

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Website: www.allsouls.org



Growing an international community to reach a multicultural society for Christ

Job Description – Minister (Children)

1. All Souls Today

In the heart of London's West End, All Souls is a conservative evangelical Anglican church with a large and diverse congregation. We seek to use our rich inheritance, our exciting location and our diverse membership to co-operate with God in the extension of His Kingdom. This is reflected in our church vision: growing an international community to reach a multicultural society for Christ.

All Souls welcomes a total of over 2,000 people to its morning and evening services each Sunday, with a core membership of around 1,500. This membership is made up of around 60 nationalities and, whilst a significant group would be in their 20's and 30's, we have a wide spread across all age ranges, including active student, children, youth and families work.

Part of the nature of being a church in the centre of a fast-moving capital city is the constant turnover of the congregation. Within a three year period, perhaps as many as 70% of the congregation will have moved on. We see this as a great opportunity, as people go from All Souls to many parts of the world. However, it also presents challenges in both building teams of people equipped to serve the church body and caring well for people pastorally.

For further information about the whole range of All Souls activities and the staff team, please refer to our website: www.allsouls.org

The Children's ministry

We believe that children are very much a part of today's church, that the primary responsibility for their nurture in the faith of Jesus Christ lies with their parents, but this post is designed to help and support that ministry as far as possible.

The Minister (Children) is responsible for the strategy, running and management of the children's ministry under the guidance of a Senior Minister. Directed by the team leader he or she will work closely with the other 0-18yr parish ministries (including schools work and pre-school drop-in groups) in supporting and developing the work with youth and children and their families across the parish.

On a Sunday at All Souls Church there are currently up to 200 children (under 11s) involved in the children's ministry and a further 100 over 11s involved in the youth work. The children are predominantly from church families. The Minister (Children) is assisted by a group of about 40 volunteers that they are responsible for recruiting and training as a team.

2. The Role

As part of the Ministry Team operating under the direction of the Rector, the Minister (Children) will be line-managed by a Senior Minister. The Children's Minister will be responsible for:

- Day to day running of the Children's Ministry at All Souls Church.
- Recruiting, training and supporting a team of leaders involved in the Children's Ministry at All Souls Church and the wider parish.
- Supporting and encouraging parents in their role of discipling their own children

The Minister (Children) is expected to play a full part in the life of the staff team and the church. The Children's Minister will work as part of the parish Children's and Youth team collaborating with other 0-18yr ministries in support of a shared vision.

3. The Person

We are looking for someone who is:

- A committed conservative evangelical Christian in full sympathy with the aims and values of the ministry of All Souls Church, having a supreme regard for Scripture.
- A hard worker with a servant heart seeking to live a life of Christian integrity.
- A creative visionary with initiative and the ability to develop new ideas to implementation.
- Experience with and the ability to relate to children and their families.
- Both a good team player willing to seek advice and able to lead by envisioning a team of volunteers and have the management skills necessary to direct a team of leaders.
- Able to teach and train others and formulate principles for working partnerships from a strong basis of biblical understanding .
- Able to communicate effectively both orally and in written communication and has excellent interpersonal and IT skills.
- A strong Biblical understanding, preferably supported by a period of theological study with demonstrable ability to teach children in individual and group settings.
- Proven experience of administrative and management skills required to run a ministry.
- Preferably have an understanding of child faith development stages.
- Confident in an up-front role and in relating to leaders in wider networks.

4. Principal Responsibilities

4.1 Discipling children

- a. Manage the running of the children's ministry for 2½–11 year olds known as C Zone (which stands for Children's Zone), held during the 9:30am service at All Souls Church, including leading and teaching responsibilities as required.
- b. Provide materials for age groups (Scramblers, Climbers and Explorers) and Mountaineers, our group for children with additional needs, preparing them for use each Sunday and maintaining an appropriate curriculum for each group.
- c. Manage the resources for the children's ministry and ensure there are adequate materials for the Sunday activities.
- d. Work with Youth Minister to facilitate the transition of Year 6 children during the Summer term, before they move up to the Youth Work.
- e. Work with the Schools Worker to help introduce children and families to church. This may include weekday assemblies, after-school clubs and holiday clubs
- f. Oversee the effective running of the Sunday creche for 0–2½ year olds.
- g. Organise a programme of Family Focus slots for the 9:30am service each term, speaking at many of them, and also giving direction and feedback to those who teach those slots.
- h. Work with other members of the All Souls staff, in particular the Minister (Youth), to plan occasional All Age services (two each year) and lead them as required.
- i. Organise and run weekends away each year for the 7–11 year olds.
- j. Assist with the planning of 'Cornerstone', the All Souls Summer Holiday week,

running the children's programme for that week.

4.2 Recruiting, Training and Supporting leaders

- a. Recruit, train and disciple leaders to ensure the running of an effective children's programme at All Souls.
- b. Ensure due diligence with recruitment of leaders, such as updating database records, and passing on information to process DBS checks, etc.
- c. Run regular training sessions for C Zone leaders.
- d. Meet current leaders regularly to check on progress and discuss specific issues.
- e. Appoint group leaders to oversee the running of the three C Zone groups and meet with these group leaders regularly to review and plan ahead.
- f. Develop relationships with other children's workers and be informed of resources and training available for yourself and the team.

4.3 Supporting parents

- a. Prepare termly information sheets and programmes, and communicate with parents as needed during the term
- b. Involvement with the planning of regular families lunches, which include parenting training, and organise the children's activities for these lunches.
- c. Run small group family teas most Sundays for children and their parents after the 9.30 service.
- d. Spend time with children and parents before and after services, and during Sunday afternoons as necessary to support, encourage and equip through personal contacts
- e. Support and encourage parents by suggesting resources for their own discipleship of their children

4.4 Broader ministry responsibilities

As a member of the staff team, to undertake or demonstrate the following:

- a. Help the church to grow into a genuinely international community, which reaches out to the multicultural society.
- b. Committed to pray regularly for the work of All Souls, including other members of the staff team.
- c. Regular attendance at fortnightly prayer gatherings, and staff meetings and events.
- d. To be immediately accessible to church to undertake your role which includes: being a key holder for the church buildings and providing backup for security purposes; providing pastoral care when required by the rector, welcome desk or church family at all times of day and night which includes seeing church members on site or in their home.
- e. Playing an active part on the church leadership team. This will include other duties as may be required from time to time by the Rector.

4.5 Personal and professional development

- a. To participate in annual appraisal of one's personal role and ministry in the organisation.
- b. To participate in personal and professional development opportunities as agreed during your appraisal.
- c. To participate in wider team development as recommended by your line manager and/or rector.

5. Details

a. Hours

This is a full time job based on a six day working week. Hours will be flexible, including evening and weekend work. One whole day off each week is given. Annual leave is six weeks a year, to be taken at times agreed with the Rector. Staff are encouraged to make full use of days off and annual leave.

b. Salary & Pension

The starting salary is based on Diocese of London assistant clergy stipend scales (currently £24415). The church pays a 7.5% pension contribution.

c. Housing

In accordance with All Souls policy the post-holder is provided with either an accommodation allowance or, where available, accommodation in the parish. Where accommodation in the parish is provided the church pays council tax, utilities, water rates and service charges, where an accommodation allowance is paid this is deemed to cover post-holder's housing costs. It will be possible to discuss accommodation during the interview process.

An annual allowance for study books (£250) is also offered. In addition, the church will pay a contribution towards removal expenses.

6. Application

If this role is of interest to you please send the following to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA):

- A CV
- A completed application form
- A letter explaining why the role is of interest to you

Informal enquiries:

Please email trevor.pearce@allsouls.org

Application closure:

Friday 16th June

Interviews:

First interviews w/c 19th June. (For overseas candidates first interviews may be by Skype).

Where required second interviews by arrangement.

Start date:

By arrangement (target date 4th September 2017).