

**All Souls Church, Langham Place**  
2 All Souls Place, London W1B 3DA  
Tel: 020 7580 6029  
Website: [www.allsouls.org](http://www.allsouls.org)



*Our Vision "All for Jesus"*

## **Job Description – Minister (Children) Maternity Cover 2021**

### **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.

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](http://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) maternity cover, will be working with the Children's Minister to develop the strategy, running and management of the children's ministry under the guidance of a Senior Minister. You 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, post pandemic up to c150 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 Children's Minister's are assisted by a group of about 40 volunteers that they are responsible for recruiting and training as a team.

The challenge for the academic year 2021/22 will be to relaunch in person children's work and pre-pandemic families. Also to recruit more leaders for the ministry.

### **2. The Role**

As part of the Ministry Team operating under the direction of the Rector, the Minister (Children) maternity cover will be line-managed by the Children's Minister. The Children's Minister's 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) maternity leave is expected to play a full part in the life of the staff team and the church. They 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.
- Demonstrable 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 working with the Children's Minister**

#### **4.1 Discipling children**

- a. Manage the running of the children's ministry for 0–11, 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 the Children's Music Leader to plan the musical programme for the children.
- e. Work with the Youth Minister to facilitate the transition of Year 6 children during the Summer term, before they move up to the Youth Work.
- f. Work with the Schools Worker to help introduce children and families to church.
- g. Oversee the effective running of the Sunday creche for 0–2½ year olds.
- h. 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.
- i. Work with 0-18 team to plan occasional All Age services (two each year) and lead them as required.
- j. Organise and run one weekend away and one sleepover each year for the 7–11 year olds
- k. Assist with the planning of 'Cornerstone', the All Souls Summer Holiday week, as required.

## **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. Supervise the Ministry Trainees linked to the children's ministry.
- c. Ensure due diligence with recruitment of leaders, in line with safeguarding, such as updating database records, and passing on information to process DBS checks, etc.
- d. Plan regular training sessions for children's leaders.
- e. Meet current leaders regularly to check on progress and discuss specific issues.
- f. Appoint group leaders to oversee the running of the children's groups.
- g. 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. Communicate with parents on a weekly basis about the programme and upcoming events.
- b. Involvement with the planning of regular families lunches, which include parenting training, and organise the children's activities for these lunches.
- c. Spend time with children and parents before and after services, and during Sunday afternoons as necessary to support, encourage and equip through personal contacts.
- d. 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 and is 'All For Jesus'.
- b. Committed to pray regularly for the work of All Souls, including other members of the staff team.
- c. Regular attendance at prayer gatherings, and staff meetings and events.
- d. In exceptional circumstances to be accessible to undertake your role which includes: providing pastoral care as 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 in line with the Thrive programme used at All Souls.
- 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 2.5 day a week job. Hours will be flexible, including evening and weekend work. Annual leave is pro rata, 6 weeks a year to be taken at times agreed with the Children's Minister and Senior Minister. Staff are encouraged to make full use of days off and annual

leave.

b. Salary

The starting salary (based on Diocese of London lay minister stipend scales) is £26,589.95 prorata, inclusive of London allowance.

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](mailto: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](mailto:trevor.pearce@allsouls.org) or [anna.sharp@allsouls.org](mailto:anna.sharp@allsouls.org)

**Application closure:** 29th October 5pm

**Interviews:** w/c 15th November

**Start date:** as soon as possible thereafter

*There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.*

*We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.*

*Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls.*