



# Children and Families Worker

full or part time

## Application Pack





## Welcome from the Vicar

Thank you for your interest in the role of Children and Families Worker at St Paul's, Winchmore Hill. St Paul's has one of the largest Church of England congregations in North London, and our work among children and families is at the heart of our mission and ministry.

We are at an exciting time in the life of the parish as we recover confidently from the pandemic. We have a vision for 'Growing Faith in Winchmore Hill', and we are experiencing growth in many areas of church life. This includes our thriving ministry among children and young families, following the appointment of our first Children and Families Worker in 2020. Now is a great time to join the team of a thriving church seeking to serve God and its community.

The successful candidate will play a key role in continuing to develop our ministry with children and young families, both in our provision on Sunday, but also looking outwards in our community, including St Paul's School. You will be working as part of a talented and committed team of colleagues and volunteers. I have always had a passion for this ministry, and I look forward to seeing it grow and develop. I hope you find the following information helpful as you discern whether this role might be suitable for you, and you for us.

Fr Daniel Sandham





## About St Paul's

We know you'll love St Paul's. We're a large and vibrant Anglican church (electoral roll of 436) in the heart of Winchmore Hill in North London. Children and young families are pivotal to our common life and mission, and we have a vision and desire to see this ministry continue to grow and flourish as part of our strategy 'Growing Faith in Winchmore Hill'.

60-90 children  
come to church on  
Sunday mornings

We're busy on Sundays. Between 60 and 90 children and around 150-170 adults attend our morning services. Our 9.15am Joyful Noise is aimed at families with pre-school children, and around 30-50 children, most of whom are under 5, attend. Three groups for children and young people run during the 10.30am Sung Eucharist, with 20-40 children and young people attending during term-time, and 18 volunteer leaders and helpers. Children's groups take it in turns to participate in the Eucharist by reading, leading prayers and serving at the altar. Five times a year we celebrate an All-Together Eucharist for all the church family. Worship is liturgical, embracing both the formal and the informal, with the Eucharist at its heart.

Like babies? Winchmore Hill is full of them. 20-30 babies and children are baptised at St Paul's each year. We prepare 10-15 children and young people for confirmation each year. The Mothers' Union runs a weekly toddler group, and the church hall is rented by a nursery school during term time.

We love our amazing school. St Paul's School is a two-form, voluntary aided, Church of England primary school, rated 'Outstanding' by Ofsted. The whole school community worships in church at least twice a term, and the church actively participates in all areas of school life, especially RE and collective worship. The annual Christingle services are a sight to behold.

'Outstanding'  
school

Beavers abound! Over 100 children and young people are part of our sponsored uniformed organisations: beavers, cubs, rainbows, and scouts. At least once a term the Sung Eucharist is a Parade Service.

And Winchmore Hill is lovely. In case you haven't heard of it, it's a leafy suburb in the London Borough of Enfield, with an idyllic village green, and lots of great cafes, pubs, restaurants and green spaces. But don't be fooled into thinking it's sleepy; it's a buzzing place just 25 minutes by train from central London.





## About the role

This role was created in 2020 just as Covid struck! The previous Children and Families Worker and a great team of volunteers ensured our ministry with children and families continued to flourish during lockdowns and restrictions, and this ministry has grown since restrictions eased.

As the second person to hold this post you'll be taking over a ministry which has very solid foundations. You won't need to start things from scratch! And there's still loads of potential to grow and develop our ministries and to build and implement vision and strategy for them.

The Children and Families Worker will be focussed on mission and ministry among children aged 0 to 14 and their families. The purpose of the role is to help us to

1. engage with and evangelise the large numbers of pre-school children and their families with whom we have contact;
2. nurture the discipleship of children and young families as children progress through Key Stage 1-3;
3. develop sustainable, outstanding links with our Church of England Primary School and our Uniformed Organisations to nurture and develop children's and families' faith;
4. reach out with the love of Jesus Christ to children and young families with whom we have not had any previous contact;
5. become a resource to develop children's and families' ministries in less well-resourced parishes, conscious not only of the economic disparity in our deanery and borough, but also nationally.

The Children and Families Worker will be joining a team which is made up of:

- the Vicar;
- an Assistant Curate;
- two part-time administrators;
- two Licensed Lay Ministers (LLMs);
- and lots of volunteers.

We are open to applications from people who would like to work full time or part time.



## What we're looking for

We're looking for someone who has a deep Christian faith, and loves working with children and young families – and lots of them!

You will be someone who enjoys spending lots of time with children, and are able to relate to them and command their respect. At the same time, you will be someone who is good at relating to adults: both the parents and guardians of children, with whom you will build solid and lasting relationships, but also with the whole church community, enthusing every single person with a vision for a flourishing ministry with children and families.

You'll be someone who is passionate about the good news of Jesus Christ, and who is able to share that good news with others.



## What we can offer you

We believe that St Paul's is an exciting and rewarding place to minister and work. We can offer you:

- A supportive and can-do church family, which values the presence of children and young families, and wants to see this ministry grow and flourish.
- A Vicar who is himself passionate about and experienced in ministry with children and young families, who will give you prayerful and practical support and supervision, and also freedom for you to be creative and imaginative.
- A place where you can grow as a Christian, where prayer and discipleship are important.
- A ministry among children and young families which is already flourishing and also has enormous potential for growth and development.
- Training and development.
- A competitive salary.





# JOB SPECIFICATION

<b>Title</b>	Children and Families Worker
<b>Employed by</b>	The Parochial Church Council (PCC) of St Paul's, Winchmore Hill
<b>Responsible to</b>	The Vicar and PCC
<b>Line managed by</b>	The Vicar, Fr Daniel Sandham
<b>Responsible for</b>	Children's ministry volunteers

## Responsibilities

1. Help develop a vision and strategy for children and families to grow in discipleship, and develop their sense of belonging to the church.
2. Be involved in planning our 9.15am Joyful Noise, helping to develop its evangelistic potential, and potentially take part in leading this service.
3. Coordinate and develop our 10.30am children's groups, curating and developing content, communicating with parents, and recruiting and training a strong team of volunteers.
4. Be pastorally responsible for children and young families, and build relationships which enable life-long discipleship, including welcoming new families and connecting them with the wider church family.
5. Ensure safeguarding practices are upheld in consultation with our Safeguarding Officer and team, ensuring volunteers are DBS checked, trained, and kept up to date with policies and procedures.
6. Help to increase children's participation in the liturgy, including encouraging and training them to share in liturgical ministries such as reading and serving.
7. Contribute to the delivery of collective worship, school services, and RE in St Paul's School, developing relationships with children, parents and staff to improve the cross-fertilisation between school and church.
8. Nurture relationships with our uniformed organisations and toddlers' group, including involving them in worship and prayer.
9. Develop our relationships with children's organisations in the parish, including nurseries, groups and schools.
10. Assist in baptism preparation and follow-up.
11. Coordinate and deliver children's Christian formation, especially in preparation for confirmation.
12. Plan and implement new ways in which we can reach children and families with God's love.
13. Develop St Paul's as a resource for other churches, particularly those in deprived and less well-resourced areas.
14. Attend and take part in ministry and staff team meetings, and attend and take part in daily prayer.

15. Be a member of the Children and Families Committee, and report back to the PCC, including attending some PCC meetings.
16. Hold the budget for ministry among children and young families.

*Exact responsibilities will be dependent on the number of hours per week the successful applicant works.*

# PERSON SPECIFICATION

## Essential

*We expect the successful candidate to have the following qualities. To be shortlisted for this job you'll need to demonstrate these in your application.*

1. Passionate about your Christian faith and able to share it joyfully with others.
2. Experience of church involvement in a paid or voluntary setting.
3. Experience of working with children in a paid or voluntary setting.
4. Understanding of the importance of safeguarding and familiarity with current safeguarding policies and practices.
5. Ability to communicate effectively verbally and in writing with both children and adults.
6. Ability to manage, develop and recruit volunteers, recognising and developing people's skills and callings.
7. Comfortable in a Christian tradition which is liturgical and centred around the Eucharist, and embraces both the formal and the informal.
8. Able to form relationships with key stakeholders within and beyond the church, and able to relate to people from different backgrounds.
9. Be strategic, with an eye on the future as well as the present.
10. Ability to work as part of a team.
11. Vision, initiative, and self-motivation.
12. Strong administrative skills.
13. Competent with IT, including Word, PowerPoint, and Excel.
14. Experience of using a wide range of social media effectively, and keeping up with social media trends.

## Desirable

*The following qualities are not essential, so do not be put off applying because of them. But, if you do fulfil any of them, we'd love to hear about it when you apply.*

1. Able to lead all-age worship and preach.
2. A qualification in children's ministry or theology.
3. Experience of leading a team.
4. Experience of pastoral ministry, either formal or informal.
5. Familiarity with primary school life.
6. Experience of budgeting and financial planning.



## Key terms

<b>Pay</b>	£24k-£26k pro rata, dependent on experience
<b>Hours</b>	Full time (35 hours a week), or part-time (minimum 21 hours a week) – working hours to be negotiated. Both full and part time would include Sunday mornings and some evenings. The post-holder would be expected to work at Christmas and Easter, for which generous time off in lieu will be given.
<b>Place of work</b>	Desk space will be provided in the Parish Office. But we want you to be out and about more than you'll be in the office. Some remote working possible.
<b>Holiday</b>	25 days pro rata
<b>Benefits</b>	Pension scheme
<b>DBS</b>	This appointment is subject to an enhanced DBS check
<b>Occupational Requirement</b>	This role has an Occupational Requirement to be a practising Christian, as permitted under Schedule 9 Part 1 of the Equality Act 2010
<b>Contract</b>	Fixed-term 1 year contract, with a view to extension dependent on results and resourcing. 3 month probation period.
<b>Accommodation</b>	Accommodation is not offered with this post. However, we can try to help you find suitable accommodation if required.



# HOW TO APPLY

## Further information

Our website: [www.spwh.org](http://www.spwh.org)

St Paul's School: [www.st-pauls.enfield.sch.uk](http://www.st-pauls.enfield.sch.uk)

3<sup>rd</sup> Southgate: [www.3rdsouthgate.org.uk](http://www.3rdsouthgate.org.uk)

We're on Twitter ([@spwh](https://twitter.com/spwh)), Instagram ([@spwh1828](https://www.instagram.com/spwh1828)), and Facebook ([www.facebook.com/spwh1828](https://www.facebook.com/spwh1828)).

Email ([vicar@spwh.org](mailto:vicar@spwh.org)) or phone (020 8886 3545) if you have any questions or would like an informal conversation about the role.

## Next steps

To apply, please send

- a covering letter to introduce yourself and tell us why you are suitable for this role
- an up-to-date CV
- details of two referees, including postal and email addresses

to Fr Daniel Sandham at [vicar@spwh.org](mailto:vicar@spwh.org)

**Deadline:** Thursday 14 July 2022, 9am

**Interviews:** Week beginning 18 July 2022

**Start date:** September 2022, or as soon as possible thereafter

