



Children's Ministry Coordinator

Application Pack

JOB SPECIFICATION

Title	Children's Ministry Coordinator
Employed by	The Parochial Church Council (PCC) of St Paul's, Winchmore Hill
Responsible to	The Vicar and PCC
Line managed by	The Vicar, Fr Daniel Sandham
Responsible for	Sunday School volunteers

Responsibilities

1. Support our 9.15am Joyful Noise service by helping children and young families belong and participate
2. Coordinate children's groups (Sunday School) at our 10.30am Sung Eucharist, using [Roots resources](#), communicating with parents, recruiting and training volunteers, and leading sessions.
3. Develop children's participation in services, including encouraging and supporting them to share in liturgical roles such as reading and serving
4. Ensure safeguarding practices are upheld in consultation with the Parish Safeguarding Officer, ensuring volunteers are DBS checked, trained, and kept up to date with policies and procedures
5. Attend ministry and staff team meetings

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 and joyful about your Christian faith.
2. Experience of working with children in a paid or voluntary setting.
3. Understanding of the importance of safeguarding.
4. Ability to communicate effectively verbally and in writing with both children and adults.
5. Ability to manage, develop and recruit volunteers.
6. Ability to work as part of a team.
7. Vision, initiative, and self-motivation.
8. Strong administrative skills, including competence with Microsoft Word, PowerPoint, and Excel.

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. Experience of working in a church in a paid or voluntary setting.
2. Familiarity with current safeguarding policies and practices.
3. Experience of working with and being responsible for volunteers.
4. Experience of using ChurchSuite or similar software.

Key terms

Pay	£4,000-4,200 depending on experience
Hours	7 hours a week during term-time (39 weeks pa), to be split evenly between Sunday mornings (9am-12.30pm) and flexible weekdays.
Place of work	St Paul's Church on Sundays. Remote or in person during the week. Desk space can be provided in the Parish Office.
Holiday	Not applicable
Benefits	A pension scheme is available where appropriate
DBS	This appointment is subject to an enhanced DBS check
Occupational Requirement	This role has an Occupational Requirement to be a practising Christian, as permitted under Schedule 9 Part I of the Equality Act 2010
Contract	Permanent. 6 month probation period.

HOW TO APPLY

To apply, please complete [this application form](#) and send to Fr Daniel Sandham at vicar@spwh.org

Deadline: Monday 15 June 2026, 12noon

Interviews: Week beginning 22 June 2026

Start date: September 2026

The PCC of St Paul's Winchmore Hill is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. All appointments to roles undertaking regulated activity are subject to pre-appointment checks, including references and a satisfactory Enhanced DBS Check.

St Paul's, together with the Diocese of London, is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.