

## Children, Families & Youth Worker Job Description

**Location:** Mansfield Baptist Church

**Salary:** £16.38 per hour

**Hours of work:** 12 hours per week, for 40 weeks per annum (Term Time Working). Focused on our core children, youth and families ministry within the church.

Potential for hours to temporarily rise an additional 10.5 hours per week, for 40 weeks per annum, for a period of up to 3 years, dependent on successful grant application. These additional 10.5 hours will focus on supporting events, outreach and building connections with children, youth and families, both within the church and in the wider community.

**Contract Status:** Permanent

### Purpose of the role

To work within the vision and values of Mansfield Baptist Church, helping children, young people, and families to flourish in Christ within the church and wider community.

### Toddler Group

- Attend at least once a month to build relationships.

### Youth Group

- Attend at least once a month to build relationships.

### Sunday Groups - Little Acorns/Seedlings/Rise/Rooted.

- Termly rotas and planning for all including weekly registers, attendance, registering children/youth details for all groups, birthday list etc

- Keeping all the cupboards stocked with resources including 0-2 yrs room
- Work one Sunday a month - liaising with families
- Planning and preparing Activity packs on holiday weeks.
- Christmas gifts for all Sunday Groups Seedlings/Rise/Rooted
- All Age Christmas Service (planning, all prep and set up)
- Helpers training night - once a year

### General other

- To build positive and supportive relationships with the children's, toddlers', and youth teams, together with the Pastor, through regular communication and termly meetings that encourage collaboration, shared vision, and mutual support.
- Family contact (visits, messages)
- Groups and events to develop a bridge between community families and the church body, actively seeking new ways of welcoming and integrating children, youth and families into the church.
- Attend safeguarding meetings (approx. twice a year)
- Half-termly meetings with the Pastor to review CYF ministry, vision, pastoral needs, families attending, upcoming dates, and ongoing support etc.
- 1:1 Line manager & Mentor termly meetings
- Attend weekly staff prayer and team meetings with the Pastor and Administrator (Tuesday mornings) to pray, share updates, encourage one another, and seek God's guidance for the life and ministry of MBC.
- Attendance at leadership /church meetings optional if item/s specific to CYF role. CYF Trustee from leadership to contact CYF Worker the day after Leadership meetings (or as soon as practical), to run through meeting discussions. CYF Worker to receive minutes.
- Attendance optional at away days and the leadership meeting if relevant, or part of the whole church vision

- Attend Church Welcome evening
- Training - conference, online, termly retreat days etc
- AGM report
- Yearly update - CYF Displays
- Extra Duty hours to be claimed when content of job description exceeds contracted hours