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ROLE DESCRIPTION

# Assistant MINISTER FOR CHILDREN and Family’s

**About Us**

GCB is a start-up church plant and we are about 6-years old. GCB exists within the Church of England under a ‘Bishops Mission Order’, which establishes our particular mission:

*To plant a new church focused on families & others impacted by Sunday morning sports, and on families & others for whom afternoon worship is more appropriate*

We meet at 4pm and our emphasis is on opening the Bible together across all ages, and on being ‘a family to belong not a service to attend’. We place a lot of emphasis on our midweek home groups, and on our commitment to each other at times other than our Sunday gathering.

By God’s grace our family has grown rapidly in the past 6 years, and we are now around 160 people, of all generations, including students from the two University’s in Bath.

GCB has a small staff team, comprising the pastor (who has responsibility for two other churches), associate minister, PT treasurer and PA to the pastor, and a PT Operations Manager. We are governed by a Ministry Leadership Team who are responsible to the Trustees.

**What We Believe**

Grace Church Bath holds firmly to the teaching of the Bible as our supreme authority in matters of faith, life, and conduct, as expressed in the doctrines of the historic formularies of the Church of England. These historic foundations are the 39 Articles of Faith, The Book of Common Prayer and the Ordination Service which we take to mean what they meant when they were written.

Article 6 of the 39 articles best summarises our ethos as a church:

‘*Holy Scripture contains all things necessary for salvation. Consequently whatever is not read in Scripture nor can be proved from Scripture cannot be demanded from any person to believe it as an article of the faith. Nor is any such thing to be thought necessary or required for salvation. By holy Scripture is meant those canonical books of the Old and New Testaments whose authority has never been doubted within the church*.’

As a result, we want to respect those who hold different opinions to ourselves in their intention to understand and apply what the Bible teaches.

As an Anglican church within the Church of England we are governed by Canon Law and recognise the particular importance of Canon A5 that states:

*'The doctrine of the Church of England is grounded in the Holy Scriptures, and in such teachings of the ancient Fathers and Councils of the Church as are agreeable to the said Scriptures. In particular such doctrine is to be found in the 39 Articles of Religion, the Book of Common Prayer, and the Ordinal*

The Grace Church Bath Statement of Faith can be found in Appendix A.

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| **Position** | **Assistant Minister for Children and Family’s** |
| **Role Description** | The aim of this post is for the Assistant Minister to   * Have full oversight and responsibility for developing all aspects of Grace Church’s ministry to children and young people and their families. * Recruit, equip and train the volunteers who serve children and young people at Grace Church. * Develop outreach opportunities through local sports clubs, schools and other contacts across the city to reach children and young people (in line with the vision set out in the Bishop’s Mission Order for Grace Church). * Use their own gifts and hands-on experience to reach and disciple children and young people, helping them to come to faith and supporting them on their discipleship journey. |
| **Person Specification** | The postholder is required to have a passion for, and ability to relate to, children and young people. They must have a heart for evangelism and outreach, including personal evangelism within a local community and/or sports community  **Required:**  Mature, committed Christian  Experience of working either with children (4-11 years) and/or young people (11-18)  Willingness to invest in their ongoing professional development e.g. safeguarding, first aid training and annual conference  Evidence of ability to relate well to people of all ages  Evidence of ability to recruit, train, lead and care for teams of volunteers  Evidence of ability to work independently and to be self-motivated  Excellent oral communication skills and interpersonal skills  Basic computer literacy and excellent understanding of social media.  The Assistant Minister will be expected to maintain good working relationships with many people in and outside the church. The nature of the job requires a high degree of confidentiality, tact and discretion.  A sense of fun  Higher level training in a relevant field  **Desirable**:  Organisational skills e.g. able to organize larger events such as holiday club / camps / weekends away for children or young people  Experience in reaching out to external groups and organisations  Teaching experience |
| **Key Responsibilities** | Be a champion for children and young people at Grace Church in order that they remain central to our ministry.  Teach and explain the gospel to children and young people in ways that are faithful, relevant and innovative and that help them to encounter Jesus, get to know him better and seek to live for him wholeheartedly in every area of their lives.  Organise and plan termly teaching material for the Sunday youth and children volunteers.  Ensure children and young people are pastorally cared for within the Grace Church family.  Deepen the already existing work with children and young people, working closely with the volunteers.  Develop the 1-1 work with older teenagers, training and encouraging others to mentor teenagers as well as making time for this yourself.  Promote summer camps.  Develop opportunities for away days and other occasional activities for children and young people.  Regularly pray for the children and youth, helping the wider family of Grace Church to do that too, and encourage the children and youth to join in the prayer life of the church.  Coordinate, recruit and equip volunteers to produce an annual Bible Holiday Club.  Oversee the recruitment and co-ordination of our volunteer team of children’s and youth leaders, including organizing training and supporting their development.  Develop links within the local community (schools, sports clubs) and seek to discover new ways of reaching children and young people.  Keep records updated in line with GDPR guidelines. Oversee risk assessments, website pages and ensure volunteers have appropriate DBS checks and are kept up-to-date with safeguarding training. Work closely with the Church Safeguarding Officer and Operations Manager.  Support parents and provide pastoral and practical support as appropriate (eg parenting courses).  Manage the youth and children’s budget.  Encourage young people and children to take an active part in the life of Grace church, to use their gifts in service of Christ and other people.  Occasionally lead or speak at All Age Services or Holiday Club service.  Take additional responsibility within the corporate life of the church such as leading services, or leading a home group (depending on the experience and gifts of the Assistant Minister). |
| **Working Agreement** | ***Reports to:*** Pastor of Grace Church, Bath  Line Manager: Associate Minister of Grace Church Bath  This is a full-time appointment of 6 days (42 hours) per week including evening and weekend working and Sundays.  ***Pension:*** Enrolment in the NEST pension scheme available with 10% contribution by employer.  ***Contract:*** Fixed term post for 3 years initially, with the potential to extend after review. Initial probationary period will be 3 months. Ideally the successful candidate would be available to start in September 2025, however a later start date is negotiable.  ***Annual Leave:*** 36 days, including no more than 6 Sundays.  ***Time Off:*** A regular day off a week with 2 consecutive days off once a month  ***Expenses:*** All working expenses will be paid in full.  ***Base:*** Work from home, or at the office at Emmanuel Church.  ***Personal Development:*** The Postholder will be encouraged to attend one conference a year and to take an annual retreat. They will be encouraged to attend training courses, and develop their gifts within the life of Grace Church.  In addition, the postholder will:  Be encouraged to maintain a regular pattern of prayer and personal study.  Attend staff meetings and regular line management meetings.  Participate in an annual appraisal.  There is a Genuine Occupational Requirement (under the Equality Act 2010) for the postholder to be a practicing Christian.  The postholder must have the right to reside and work in the UK.  This appointment is subject to pre-appointment checks including a satisfactory enhanced DBS check and references.  Grace Church Bath is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.  Under the terms of the Data Protection Act, if appointed, the information supplied as part of the application will be kept as part of the personnel file. |
| **Contract Type** | The contract will be with Grace Church Bath on a fixed term of 3-years |
| **Salary** | £27,000-£35,000 per annum subject to experience and qualifications |

**Appendix A**

Statement of Faith

The basis of the Fellowship shall be the fundamental truths of Christianity, as revealed in Holy Scripture, including:

1. There is one God in three persons, the Father, the Son and the Holy Spirit.
2. God is sovereign in creation, revelation, redemption and final judgement.
3. The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.
4. Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.
5. The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.
6. Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.
7. Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.
8. The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.
9. The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christlike in character and behaviour and gives them power for their witness in the world.
10. The one holy universal church is the Body of Christ, to which all true believers belong.
11. The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.