
Children Youth and Family Lay Person

The Methodist Church

JOB DESCRIPTION

Job Title: Children, Youth and Family Lay Person

Lay Employee in the: Preston Ribble Circuit

Responsible to: The Lay Employee will be employed by the Preston Ribble Circuit and will be accountable to a management group appointed by the Preston Ribble Circuit Meeting. Day-to-day supervision and management will be undertaken by the Circuit Superintendent minister (or delegated to a person nominated by the Superintendent).

Responsible for: Work with Children, Youth and Families at Bamber Bridge, Penwortham, Trinity Gregson Lane and Kingsfold Methodist Churches.

Purpose and Objectives: To work with the Circuit Ministry Team to implement the children, youth and family aspects of the Circuit vision (see below). To support and encourage good quality work with children, young people and families that is already taking place, and to work with the churches on new initiatives.

Circuit Vision This post has been created as part of the circuit vision which came out of the review process 'Following Jesus, loving communities'. Our Vision for the Preston Ribble Methodist Circuit is of a thriving, growing partnership of churches where each person feels welcomed, encouraged and supported to become the disciples Christ hopes we will be. We are asking Jesus to help us rediscover the passion and excitement of being part of His family, a movement of disciples ready to say "Yes" to Him, willing to serve Him at the heart of our communities.

Main Responsibilities

- To work across the Churches supporting, encouraging and developing family based activities, including Messy Church. The post holder will: foster positive relationships; encourage a sense of belonging to the Church community; and focus on developing discipleship.
- To develop positive communication between those involved in Children, Youth and Family ministry across the 4 churches, and provide opportunities to share best practice.
- To work alongside the ordained staff and lay members, providing support in the pastoral care of young families including children attending linked schools.

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- To attend worship in the group of churches: Bamber Bridge church for the pick and mix services and other churches in conversation with the Line Manager. To develop relationships with families through baptisms.
 - To foster links with other churches, local organisations, schools and statutory bodies relevant to the families and children's work.
 - To encourage and recruit new people to engage with children, youth and family ministry, and be open to new and creative ways of enabling and facilitating this area of ministry.
 - To make sure safeguarding procedures in relation to Children, Youth and Family work are being kept up to date and adhered to across the circuit.
 - Any other duties and responsibilities, identified by the Circuit leadership team as are within your capabilities and level of responsibility, in order to meet the needs of the circuit.

Terms and conditions

Terms of appointment: This is an initial 3 year appointment.

- The salary will be between £23,213 and £26,398 per annum, depending on qualifications and experience.
- Normal working pattern: 40 hours per week.
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. This will be with agreement of the line manager.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- Holiday entitlement: Five weeks annual leave per year, plus statutory public holidays.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three-month probationary period. If necessary the circuit reserve the right to extend the probationary period.

Management

The Children, Youth and Family Lay Post will be line-managed by the Superintendent Minister (or a named person nominated by the Superintendent) and accountable to a management group chaired by the Superintendent Minister (or a named person nominated by the Superintendent).

The responsibilities of the Management Group will be to:

- Become familiar with the work of the Children, Youth and Family Lay Person.
- Receive regular reports on the work undertaken and proposals for new activities/programmes.
- Work with the Children, Youth and Family Lay Person to encourage the church to respond to new challenges and opportunities in Pastoral Ministry.
- Determine priorities for the work.
- Prepare a personal development plan with the Children, Youth and Family Lay Person.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Children, Youth and Family Lay Person on a regular basis
- Act as a "sounding board" to the Children, Youth and Family Lay Person.
- Provide regular reports to the Circuit Meeting and Circuit Leadership Team.

(Please note that the management structure for the lay posts in the circuit is under review and changes may be made to the structure outlined above.)