



**Women's and Families Minister
Bishop Hannington Church
Job Description**

Employer: PCC of Bishop Hannington Memorial Church.

Reporting to: Vicar

Hours: The expectation is that the role will be full time involving the equivalent of up to 40 hours per week across six days (including Sundays). *The nature of this role means that some evening, weekend, & bank holiday working is required in agreement with the line manager.*

Role Objective:

Bishop Hannington Church has a growing Women's and families ministry, both midweek and on Sundays. The Church recognises significant opportunities to develop this ministry, particularly within local schools (including Aldrington a CofE school connected to Bishop Hannington) and in linking families who attend community events with the worshipping life of the church.

The primary goal of the women's and Families ministry at Bishop Hannington is to equip women, children and families in the church in their discipleship. The role holder will do this by fostering a prayerful, supportive and nurturing environment where women, children and families can grow in and share their faith and build meaningful relationships.

You will be an advocate and a voice for Women and Families within the wider church family to address various challenges they may face in their personal lives.

This role offers the opportunity to develop an existing ministry whilst pioneering new ones. The role holder will be a key point of contact for pastoral support.

The role holder will need to be skilled in managing and growing teams of volunteers.

Key relationships:

The Women and Families Minister reports to the Vicar.

The post holder will also be required to work closely with: The 11-18's minister at Bishop Hannington, (to ensure a coherent strategy for our 0-18 year-olds); the ministers at Holy Cross and Goldstone churches; the Aldrington head teacher and the wider staff team at Bishop Hannington.

Building relationships with parents and volunteers who attend our Sunday congregations is an important part of developing this role. Attendance will be expected at our main 10:00 & 18:30 Sunday services at Bishop Hannington.

The Women and Families Minister is responsible for recruiting, training and managing the volunteers who support the Children's (0-11 years) Ministry work.

Support Structure:

You will have regular meetings with the Vicar to discuss and review current work issues. An annual appraisal meeting will be held to discuss professional development and training and will include a discussion of the previous year's performance and target setting for the year ahead.

The whole staff team meets every weekday to pray together and there is a weekly staff meeting.

Role remit:

We would like to support our growing ministry among women by employing a female Women and Families Worker. While the exact nature of the role will depend on experience, the Women and Families Worker will be responsible for evangelism, discipleship, mentoring and training of women alongside having oversight of the Children's (0-11) and families work at Bishop Hannington Church. Within this general oversight there will be a substantial degree of direct involvement in relevant Group activities and in the Sunday morning children's groups.

The Women and Families Minister will encourage a desire in the church for outreach amongst Women and Families and will motivate church members in prayer for these groups.

Key Responsibilities

1. Strategy and Vision

- Develop, review and oversee the implementation of the strategic plan for Women's and Families Ministry in support of the BH Strategy.
- Engaging women, the volunteer team, church leadership and wider church with that vision
- Look strategically at the development of new opportunities.
- Meet with the leaders of Goldstone to help them plan and develop a strategic plan to help grow their children's ministry.

2. Women's Ministry

- Praying for the women of BH church.
- Guiding, supporting and nurturing women in addressing their spiritual, emotional, and social needs.

- Taking such initiatives as may be necessary to develop the Women's ministry at Bishop Hannington Church.
- Creating mid-week spaces such as Tuesday Group where women connect with each other - building a sense of community and family that sustains them and which encourages their spiritual growth.
- Be responsible for selecting and developing an appropriate teaching programme for the Women's groups
- Be involved in small group and one-to-one work with women to disciple them in their worship and Christian faith.
- Mentoring women and developing a platform for them to develop and exercise their potential, spiritual gifts and leadership abilities e.g. by offering opportunities for women to serve, teach, lead small groups, or participate in ministry outreach, thereby empowering women to actively contribute to the growth and mission of the church.
- Acting as the voice of women within the senior leadership team and advocating on behalf of Women in our church.
- Undertaking evangelistic initiatives with women on a regular basis including being willing to organise, lead or support special women's events and activities that empower women, helping them to grow spiritually and connecting with other sisters in Christ.

3. Children's and Families Ministry

- Praying for the Children and Families of BH church
- Oversee our children's ministry at the 10:00 Sunday service at Bishop Hannington church including the provision of teaching materials and resources.
- Overseeing the growth and development of the church's wider programme for children and families including but not limited to an annual holiday club.
- Re-starting a midweek Explorer's group (for children in year groups 3-6).
- To be willing to organise, lead and co-ordinate special Family outreach events and activities for example leading and planning a Summer Holiday Club and or other seasonal events, Halloween, Christmas and Easter.
- Continue to establish connections with our preschool children across the parish, with a particular focus to lead Coffee Stop and our Toddler group, Tiddlywinks.
- Working closely with the Youth Minister to support parents and carers. Building a sense of "partnership" with parents where they feel equipped, supported and inspired to parent their young people for a life of faith.
- Undertake regular visits to the homes of families to help them disciple their children and to help maintain their contact with the church and in due course to introduce them to Bishop Hannington.
- Make connections with new families and seek to help them become integrated into the church community.
- Offer any suitable training events which may be of use to parents.

4. Schools Ministry

- Develop existing relationships with our local church primary school, Aldrington. Seeking to support the school in assemblies, RE lessons and Christian Unions.
- Work with the Minister of Goldstone Church to consider ways to build relationships with Goldstone Primary School and how they may strengthen links with Goldstone Church

5. Sunday Services

- Working alongside the Vicar and youth minister to plan and coordinate any 'all age' elements in each service.
- Assist in the planning and delivery of all age services.

6. Oversight of Volunteers

- Leading and developing our committed and diverse adult volunteer team to lead and support our children in a relational manner and regularly meeting with them to offer care and encouragement.
- Recruiting, and supporting youth and children's leaders and helpers as and when required.
- Ensuring there are appropriate and regular training events to help support and equip Bishop Hannington group leaders and team members.

7. Spiritual Development

- To undertake relevant extra-curricular reading and training to equip yourself in building and developing your faith and ministry. This should include regular developmental discussions with the Vicar. There is an expectation of some personal study and effort to regularly read the bible and maintain a healthy prayer life.

8. General Requirements

- Contribute fully to the life of the parish staff team. Be involved with staff meetings, prayer meetings and the general ministry of leadership in the church as directed by the Vicar.
- Communicating regularly with women and families, the volunteer team, the leadership and the wider church to ensure that all are well informed regarding the activities and needs of these groups. Encouraging the church to be praying for the Women's and Families Ministry.
- Keeping appropriate records of the Women and Families work.
- Managing the Women and Families ministry budget and resources in consultation with the Treasurer.
- Complying with best practise, national legislation and the Bishop Hannington Parochial Church Council's policies as found in the staff handbook.
- Work with the safeguarding officers to ensure we meet the requirements of relevant legislation, Church of England requirements and general good practise regarding the safeguarding of young people.

- Ensuring that all health and safety instructions are followed, and that care is taken to ensure safety for yourself and colleagues, reporting concerns immediately.
- Undertake additional duties and responsibilities as directed from time to time by the Vicar.

PERSON SPECIFICATION Essential:

- A mature Christian woman with a growing relationship with Jesus.
- Relevant experience of Women and Families work and or ministry within a Christian setting is essential.
- Demonstrate a passion for evangelism. Supporting and sharing your faith with women, children and families both as they come to know Christ and as they grow in faith
- Be a highly relational individual with excellent social and interpersonal skills. Demonstrate pastoral care skills and an ability to build and maintain positive relationships. Able to relate to women, children and their families by earning their trust and respect.
- Able to work within, co-ordinate and lead a team, including the ability to inspire, encourage commitment from, and motivate others to be part of a volunteer children's team.
- Have a good biblical knowledge and ability to teach it creatively and effectively.
- Motivated, reliable and able to work independently, showing initiative when necessary while sharing information and contributing to our church's strategic goals
- Able to work efficiently and accurately under pressure. Highly organised, able to prioritise tasks and meet deadlines.
- Working knowledge of and commitment to safeguarding and promoting the safety and welfare of Children and vulnerable adults including being able to exercise discretion and sensitivity when dealing with confidential matters and knowing when and how to share safeguarding concerns.
- A good standard of English, and ability to communicate effectively both verbally and in writing.
- Work at all times with a high degree of integrity and model excellent working practices.
- Availability to work extended hours and during weekends.

Desirable

- A Children's work or other relevant theological qualification (diploma or above) is desirable, although candidates with relevant non-accredited training and experience will be considered.
- Experience of leading a team of volunteers.
- Able to use creative and innovative techniques to solve problems and develop initiatives.

Other:

The employment will be subject to satisfactory references and a Disclosure Barring Services Enhanced Disclosure. This post is subject to the rehabilitation of Offenders Act 1974 (Exceptions) order 1975 and (Exceptions) (Amendment) order 1986.

This post carries Genuine Occupational Requirements under the Equality Act 2010 that the successful candidate is both a Female and a practising Evangelical Christian.