



**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:

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's 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.

Key Responsibilities

1. Strategy and Vision

- Develop, review and oversee the implementation of the strategic plan for the women's and families ministry in support of the BH Strategy.

2. Women's Ministry

- Guiding, supporting and nurturing women in addressing their spiritual, emotional, and social needs.
- Acting as the voice of women within the senior leadership team and advocating on behalf of women in our church.

3. Children's and Families Ministry

- Oversee our children's ministry including the provision of teaching materials and resources.
- Overseeing the annual holiday club.
- Re-starting a midweek explorer's group (for children in year groups 3-6).
- 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.

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.

PERSON SPECIFICATION Essential:

- A mature Christian woman with a growing relationship with Jesus.
- Relevant experience of women's 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.