

# Associate Minister (Youth & Families)

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## Job Description

### Background to the Appointment

St Peter's is a conservative evangelical Anglican church within the Church of England. Under God, our 10-year vision for 2020-30 is to be Equipping God's family to keep serving, strengthening, and starting gospel churches.

St Peter's holds to a biblical model of youth ministry, where, in partnership with parents as the main source of discipleship, we seek to make mature disciples of Jesus Christ in the coming generations. Colossians 1:28 says 'Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ', and with this aim our Youth & Families ministry plays a vital role in pursuing our church vision together.

St Peter's has committed to having two full-time members of staff to oversee and drive this area of ministry; the Associate Minister (Youth & Families), who takes overall responsibility for the strategy of the ministry, and the Youth and Families Worker, who aids in the execution of this strategy.

### Job Overview and Main Purpose

The Associate Minister (Youth & Families) has oversight of St Peter's extensive and varied ministry with children, teenagers and families. This will involve not only a passion for the gospel of Christ and proclaiming his word to young people and families of all backgrounds, but also the management and encouragement of the Youth and Families Worker and volunteer leaders and helpers, including some oversight of our (usually) two Ministry Trainees.

The main purpose of the role is as follows:

- ❖ To partner with parents in the raising of their children to be disciples of the Lord Jesus, encouraging them to live distinctively Christian lives and be salt and light to their peers and networks.
- ❖ To identify and train leaders to teach children and teenagers about the Lord Jesus.
- ❖ To plan and implement the vision of St Peter's within the programmes of the Youth & Families Ministry.
- ❖ To play an active part in the Senior Leadership Team in helping shape the overall strategy of St Peter's.
- ❖ To work as one of a small team of Pastors / Elders in shepherding the whole church, under the oversight of the Vicar, though maintaining a particular focus on pastoring the young people and supporting their parents.

## Basis of Employment, Remuneration & Support

- ❖ The Associate Minister (Youth & Families) is employed by the PCC of St Peter's Church and is responsible to the Vicar and the Churchwardens on behalf of the PCC. An annual appraisal will take place with the Vicar or Wardens.
- ❖ Depending on experience and training, the Associate Minister (Youth & Families) will receive an annual salary of up to £25k, with accommodation provided and generous pension provision. This package is designed to be commensurate with that for the other Associate Minister and Curate.
- ❖ The Associate Minister and Vicar will meet regularly to discuss progress on the strategic aims of the Youth and Families ministry, insuring good alignment with the vision of the church.
- ❖ The Associate Minister will work collaboratively with the Youth and Families Worker for most ministry related activities. They will meet on a weekly basis to ensure that planning and review happen regularly.
- ❖ We believe in the importance of ongoing learning and development for our staff members. Therefore, we will seek to provide further training opportunities to the Associate Minister as appropriate, and offer an annual conference allowance to aid their development.
- ❖ The staff team will provide friendship, encouragement and support within the course of day-to-day life.
- ❖ The Associate Minister is expected to play a full part in the life of the church and therefore enjoy fellowship with the church family during all Sunday services and at our monthly prayer meetings.
- ❖ Due to the nature of this role it is subject to an Occupational Requirement that the post holder is a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.

## Summary of Tasks

This is not an exhaustive list and may need to be tailored to suit the needs of St Peter's and the post holder, but addresses the main areas of focus. It is expected that the Youth and Families Worker will be given specific areas of responsibility, under the oversight of the Associate Minister, within the youth and families ministry.

- ❖ Working alongside the Youth and Families Worker and ministry group leaders to co-ordinate the various Youth & Families ministry groups and activities, in order that they strive to fulfil the vision of St Peter's.
- ❖ Regular reviewing of the Youth & Families Ministry alongside the Youth and Families Worker, staff team and PCC, to identify needs and new opportunities so as to make the best use of the people, time and resources available.
- ❖ Working closely with parents, both through informal (e.g. pastoral visits) and formal (e.g. seminars) means so that they might better bring their children up 'in the discipline and instruction of the Lord' (Eph 6:4).
- ❖ Ensuring that all Youth & Families Ministry groups seek to teach the whole counsel of God in an age appropriate way to their members, by providing material and training for leaders.
- ❖ Providing appropriate leadership and pastoral care for volunteer leaders; teaching, rebuking correcting and training them in their role as leaders of young people. This will include some oversight and training of our two Ministry Trainees, who typically spend a good proportion of their time with the Youth & Families team.

- ❖ Identifying new leaders and running training programmes for them.
- ❖ Ensuring that ministry groups and events are properly publicised, both internally and externally.
- ❖ Active leadership, teaching and pastoral care on some of the ministry group teams.
- ❖ Being part of the service leading, preaching (if appropriate) and Church Family Focus rotas.
- ❖ Overseeing 'one-offs' and special events, such as Family Services (e.g. Christmas Eve and Good Friday), and Holiday Club.
- ❖ Developing the ministry to the local schools, through assemblies, school visits and carol services and seeking to maintain working relationships with them.
- ❖ Managing the Youth & Families ministry budget to ensure that it is used well across the various groups and activities.
- ❖ Some admin support is available, but certain tasks can't easily be delegated, and these need to be managed in an efficient fashion.
- ❖ Seeking to build relationships with other churches and para-church organisations (e.g. CPAS Ventures) in order to help strengthen bible-centred youth work within the wider church.
- ❖ Coordinate the use of social media channels (Facebook, Twitter, YouTube, etc) to communicate the gospel and the Youth & Families ministry as appropriate.

## Personal Profile

### Skills and Experience Needed

- ❖ Several years' experience in co-ordinating a Biblical model of youth and children's ministry across multiple church groups.
- ❖ A gifted Bible teacher, with plenty of experience and the ability to rightly handle God's Word in a variety of teaching and training situations.
- ❖ Theological / ministerial training completed to a level broadly commensurate with that of a Curate in the Church of England. This is included as a guideline – we are quite willing to consider candidates with a slightly lower level of formal training if they offer a significant amount of previous pastoral experience.
- ❖ Excellent interpersonal skills with both children and adults alike – able to empathise and support in pastoral/managerial situations as well as being able to constructively confront and challenge when the situation demands.
- ❖ Experience of pastoring families and managing teams of volunteers.
- ❖ The ability to manage their own time and working structure, prioritise duties and delegate to others.
- ❖ An ability to work through strategic problems both individually and collectively, and to be a team player who is keen to help others flourish in their ministry.
- ❖ Competent in the use of computers, particularly Microsoft Office.
- ❖ A practical awareness of social media, its use and benefits in relation to this ministry group.

## Personal Qualities

- ❖ A mature and committed Christian with a full understanding of evangelical ministry and a genuine love for people, especially children, teenagers and families.
- ❖ Enthusiasm for the work of the gospel amongst families and the ability to communicate that to others.
- ❖ Possessing the skill and sensitivity to develop rapport easily, both inside and outside the staff team.
- ❖ Keen to be part of a church committed to Gospel outreach. A passion to see lost people reached with the good news of Jesus and the desire to speak about Jesus to those who don't yet know him.
- ❖ Fully in sympathy with the ethos of a conservative evangelical church.
- ❖ Confident in making decisions and pushing forward new ideas. Humility in accepting when decisions and ideas do not work out.
- ❖ An attitude of willingness to do what is needed to get the job done, and the energy and robustness to handle the demands of youth and families ministry in a big and busy church.
- ❖ Happy to work both independently and as part of a team.