



Job Description

Children's and Family Worker

Position details

Hours of Work	Part time – 15 Hours per week (potential to grow)	Last updated	18 May 2021
Reporting to	CCC Leadership	Location	Kapiti Coast
Remuneration	\$TBC		

Position purpose

To identify and prioritise opportunities for outreach to children and their families, and to support and enable the church to develop these opportunities.

Building on the work done by our Children's Ministry leaders we have decided to greatly expand this role. We are investing in this as we believe it is key to the future health and growth of our church, with a dedicated employee helping to build a vision and make the contacts to enable the work to flourish.

We desire to continue to grow a younger congregation and want to nurture them and their families into a fuller, life giving faith. The Children and Families Worker will be focussed on mission and ministry among children aged 2.5 years to Year 8 and their families. They will also seek to develop links with local organisations in exploring how we can deepen relationships alongside creating links with other churches and organisations in the area.

About Us

We are a group of families and individuals from a wide range of ages and backgrounds, living in the Kapiti Coast area, who gather together to worship and uphold Jesus as Lord of our lives.

As a Christian community we enjoy meeting together in different ways and at different times to celebrate our faith, and to encourage one another; also to learn how to better follow Him at home, at work and recreation, and in the community

In a community-based church like the Coast Community Church, lots of different people have responsibility for different activities.

We have a group of Elders who prayerfully seek to guide our church in its affairs and a number of Deacons, who carry out the tasks allocated to them by the elders. There are also ministry groups that help take care of the day-to-day activities of the church.

Key Responsibilities

1. To develop further the Sunday morning children's work.
2. To ensure that there is a warm welcome for new families and that the church is accessible to all.
3. To establish links with other related groups that use our buildings (e.g. playgroups)
4. To liaise with others working with children and families in the local community, to share expertise and resources as appropriate.
5. To work with others at CCC to establish new initiatives, such as Family 'events'
6. Supporting families to nurture their children's faith
7. Pastoral work with new families to CCC or families on the 'fringes' of the church
8. To manage, support, train and develop the team of volunteers working with children, recruiting additional volunteers as needed, to enable all planned activities and services to take place safely.
9. To undertake such training and updating as may be advisable for the role and to maintain a personal development record.
10. Regular evaluation and review of activities, and where necessary change the action and focus of work after discussion with the CCC Leadership Team.
11. Participate in and contribute to the appraisal process
12. Abide by relevant Health and Safety policies
13. Any other duties identified by the designated Elder as are within your level of responsibility, in order to meet the needs of CCC.

Performance Management

Oversight and Performance review

The Children and Families Worker will report to Elders of CCC with an Elder appointed to directly oversee the role.

The leadership team will:

1. Become familiar with the work of the Children and Families Worker.
2. Support the Children and Families Worker by encouraging CCC members to respond to opportunities.
3. Help determine priorities for the work.
4. Prepare, with the Children and Families Worker, a personal development plan.
5. Monitor and evaluate progress with the Children and Families Worker on a regular basis
 - (meetings will take place monthly during the initial period and quarterly thereafter).
 - Ensure that the Children and Families Worker receives suitable pastoral support as necessary, offered from outside the Leadership team.

Evaluation

Evaluate the success of the role and its initiatives by considering how much progress has been made in terms of:

1. Helping the church to engage with the community and groups that use the building (e.g. playgroup)
2. Helping CCC to launch new church-based initiatives for children and families.
3. An increase in the number of young families attending CCC

Appraisal

1. This will involve an annual appraisal and a six-monthly interim review each year.
2. The appraisal will include feedback from CCC members and families
3. It is expected the Children's and Family worker will participate and contribute to the appraisal process under the supervision of the appointed Elder

Experience, Skills and Values

Experience and Qualifications

1. Previous experience of leading work with children in a church (or related) setting.
2. Recognised training in Children and Family Work preferred but not essential

Skills and Abilities

1. Effective communicator with children and adults.
2. High level of organisational skills.
3. Ability to work both independently and collaboratively.
4. Previous experience managing volunteers
5. Previous experience of running church children's programs.
6. Drive and vision to energise self and others
7. The desire to help children and young families grow as Christians
8. Able to work graciously with a diverse group of people
9. Positive about challenges

Values

1. Committed Christian seeking to grow in faith and practice and be part of the life at CCC
2. Committed to good practice in safeguarding children and young people.
3. Committed to personal and professional development.
4. Open and honest in sharing both success and concerns and with a willingness to approach issues differently, and with humility.
5. Aligned with the core values and beliefs of CCC