

# FIRST LARNE PRESBYTERIAN CHURCH

## Co-ordinator of Youth & Children's Ministry

**Here to Worship God, Build Up His Church and Share His Love**

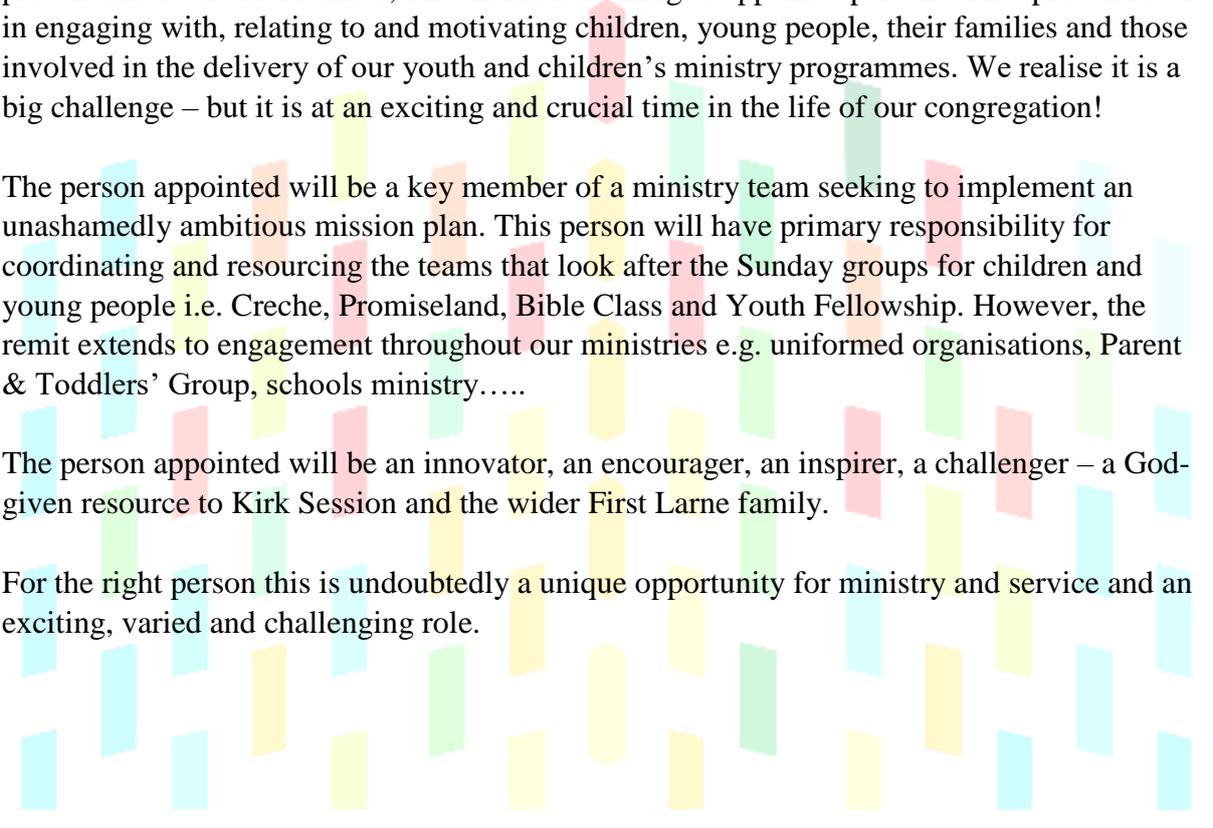
### Preamble

As a result of an extensive and prayerful process of identifying priorities necessary for present and future fruitfulness, First Larne is seeking to appoint a person with a proven record in engaging with, relating to and motivating children, young people, their families and those involved in the delivery of our youth and children's ministry programmes. We realise it is a big challenge – but it is at an exciting and crucial time in the life of our congregation!

The person appointed will be a key member of a ministry team seeking to implement an unashamedly ambitious mission plan. This person will have primary responsibility for coordinating and resourcing the teams that look after the Sunday groups for children and young people i.e. Creche, Promiseland, Bible Class and Youth Fellowship. However, the remit extends to engagement throughout our ministries e.g. uniformed organisations, Parent & Toddlers' Group, schools ministry.....

The person appointed will be an innovator, an encourager, an inspirer, a challenger – a God-given resource to Kirk Session and the wider First Larne family.

For the right person this is undoubtedly a unique opportunity for ministry and service and an exciting, varied and challenging role.



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## JOB DESCRIPTION

### **1. The Role**

As part of the Ministry Team, the CYFM will operate under the direction of and be directly line-managed by the Minister. The Youth and Family Group of Kirk Session will serve as a reference point and support.

The CYFM will have strategic responsibility for:

- ❖ Day to day oversight of the youth and children's ministries
- ❖ Recruiting, training and supporting the team of leaders involved in these ministries
- ❖ Supporting and encouraging parents in their role of discipling their own children

The CYFM will have direct organisational responsibility for:

- ❖ Promiseland
- ❖ Bible Class
- ❖ Youth Fellowship
- ❖ Creche
- ❖ Parent & Toddlers Group
- ❖ School work – principally involving engagement with two primary schools, two post-primary schools and a special school
- ❖ Holiday Bible Club
- ❖ Summer Youth Programme
- ❖ Community Night
- ❖

Given that the youth and children's ministry of First Larne involves other well-established youth and children's organisations, such as Boys' Brigade, Girls' Brigade, Guides, the CYFM will be directly responsible, via the Minister, to Kirk Session for supporting and resourcing these strategic elements. The CYFM will closely liaise with these organisations and be considered, on behalf of Kirk Session, as an integral member of their senior leadership.

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## 2. PRINCIPAL RESPONSIBILITIES

### 2.1 *Discipling Children and Young People*

#### **a. Creche**

Oversee the effective running of this asset. Ensure staffing, resourcing, equipping and advertising of this ministry for pre-school children which meets during 11am morning service, thereby requiring leaders present from at least 10.45am.

#### **b. Promiseland**

In conjunction with the leaders, provide materials and maintain the curriculum for the various age groups - Moses' Mob (P1-2), Caleb's Crowd (P3-4), Aaron's Army (P5-7). Consider any special needs.

#### **c. Bible Class**

In conjunction with the leaders, source a relevant programme and ensure delivery. Develop the coherence and sense of identity of this group of teenagers.

#### **d. Transition within Promiseland and from Promiseland to Bible Class**

Liaise with appropriate leaders to ensure transition between the groupings at end and beginning of sessions.

#### **e. Youth Fellowship**

Oversee provision and delivery of a relevant programme. Nurturing and developing sustainable leadership.

#### **f. Input to Congregational Worship**

Appropriate and regular involvement with preparation and delivery of regular and special services. This may also include directing and mentoring volunteers to assist with such service input.

Regular all-age services should be a priority.

#### **g. School Contacts**

This will principally involve weekday assemblies but could also develop into after-school clubs (primary), drop-in facilities (post-primary) and on-going work with SU groups. Collaboration with the SU E3 worker should also be considered.

#### **h. Residential Opportunities**

Actively promote denominational weekend events and plan for regular age-appropriate congregational residential programmes.

#### **i. Take the lead role in planning, implementing and running the annual Holiday Bible Club.**

#### **j. Summer Programme for Youth and Community**

Facilitate the planning, advertising and implementation of a relevant programme.

#### **k. Relationships with Children, Young People and their Families**

A major aspect of this role will be the often informal building of relationships with young people and their families. Indeed, key indicators of "success" will be the level of active engagement of young people and their families with the worshipping community.

#### **l. Identifying, developing and encouraging expansion of the existing provision.**

This might include creative programmes to engage with families, children and young people not currently directly associated with the congregation.

## **2.2 Recruiting, Training and Supporting of Leaders**

- a. Monitor the recruitment, training and discipling of leaders to ensure ongoing effectiveness in the youth and children's ministry programme of First Larne.
- b. Ensure due diligence with recruitment of leaders, including the updating of database records and, in association with the Designated Persons, meeting the requirements of "Taking Care".
- c. Run regular training and promote training provided by PCI and other relevant agencies for all leaders.
- d. Have a pastoral concern for leaders by regular meetings to ensure progress and opportunity to discuss specific issues.
- e. Meet regularly with leaders at appropriate level and time interval.
- f. Nurture affirming and productive relationships with and among the youth and children's ministry leaders, including uniformed organisations.

## **2.3 Supporting Parents**

- a. Prepare information sheets at appropriate times and communicate with parents as required throughout the year. Encourage use of website.
- b. Plan regular family events, as appropriate. For instance, this may include parenting training with corresponding children's activities.
- c. Personal contacts, around service times and other church activities, as well as in family homes and other appropriate venues.
- d. Support and encourage parents by signposting to resources.

## **2.4 Wider Responsibilities**

As a member of the staff team, to undertake or demonstrate the following:

- a. Help the congregation to develop its teaching and discipling ministry.
- b. Encourage the growth of blended worship in a worshipping community welcoming to all ages, abilities and backgrounds.
- c. Pray regularly for colleagues and associates in the ministries of First Larne.
- d. Weekly attendance at staff meetings and regular attendance at prayer gatherings.
- e. To be available to respond to reasonable requests from the Minister to provide cover, backup and pastoral care.
- f. Play an active part on the staff team. This will include other duties as may be required from time to time by Minister.

## **2.5 Personal and Professional Development**

The person appointed will be a high functioning professional who will be respected for their ministry. To ensure full recognition of their contribution and role the following will apply:

- a. Six-monthly appraisal of role  
This minuted meeting, running to a set agenda, between the CYFM and the Minister will mark progress and formally identify any issues and concerns (from either person) which should be addressed.
- b. Participation in personal and professional development opportunities as agreed during appraisal.

- c. Linking up with and attending the appropriate PCI networking group.
- d. Participating in other development opportunities as agreed with the Minister.

### **3 TERMS & CONDITIONS**

#### ***a. HOURS***

This is a full-time job based on a six day working week of 37½ hours. Hours will necessarily be flexible, including evening and weekend work. One whole day off each week is given. Annual Leave is 20 days plus 11 public holidays per year, to be taken at times agreed with the Minister. The leave year is the calendar year (1<sup>st</sup> January – 31<sup>st</sup> December). Staff at First Larne are encouraged to make full use of days off and annual leave.

#### ***b. SALARY and PENSION***

The starting salary is based on Additional Pastoral Personnel Recommended scales for Band B. (£22,849 - £26,816)

The congregation operates the appropriate NEST pension scheme.

#### ***c. EXPENSES***

Reasonable work-related expenses will be paid, as agreed with the Minister, in consultation with the Treasury Team.

### **4 APPLICATION PROCESS (*time scales are necessarily provisional*)**

- ❖ *Advertising – after Session meeting 11<sup>th</sup> January 2018*
- ❖ *Application Form (online and hard copy available)*
- ❖ *Return Date – Friday 16<sup>th</sup> March 2018*
- ❖ *Shortlisting – Tuesday 20<sup>th</sup> March 2018 (letters issued by 22<sup>nd</sup> March)*
- ❖ *Interviews – 13<sup>th</sup> April (Provisional)*  
*Second Interviews – if required.*
- ❖ *Proposed start date: TBA*

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