

FIRST LARNE PRESBYTERIAN CHURCH

Job Title: Full-time Co-ordinator of Youth & Family Ministry (CYFM)

Three year contract.

Purpose or main function of job:

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.

Relationships: As part of a supportive Ministry Team, responsible to Kirk Session through the Minister and its Youth & Family Group.

Main Duties:

1.1 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.

1.2 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.

1.3 Supporting Parents

- a. Prepare information sheets at appropriate times and communicate with parents as required throughout the year. Encourage use of website and appropriate and relevant social media.
- 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.

1.4. 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. Weekly attendance at staff meetings and regular participation at prayer gatherings, thereby sharing in the fuller prayer life of the congregation.
- d. To be available to respond to reasonable requests from the Minister to provide cover, backup and pastoral care.
- e. It is considered essential that the CYFM will avail of appropriate continuing professional development. This will inevitably involve participating in the networking opportunities provided by PCI, especially through the Council for Congregational Life and Witness.
- f. Play an active part on the staff team. This will include other duties as may be required from time to time by Minister.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the Church and the overall requirement of the church.

**First Larne
Presbyterian Church**

FIRST LARNE PRESBYTERIAN CHURCH

Job Title: Co-ordinator of Youth & Family Ministry

37½ hours per week

Initially for a three year period.

Salary: 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.

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>QUALIFICATIONS/ ATTAINMENTS</u>	Third Level Education or equivalent relevant experience. <i>This experience will have involved working in a capacity which would currently be expected to require third level educational qualifications.</i>	An accredited qualification in education, youth and/or community work. Theological course of study.
<u>RELEVANT EXPERIENCE</u>	<ol style="list-style-type: none"> 1. Minimum of 3 years experience with and the ability to relate to children, young people, their families and the wider congregation. (paid or voluntary) 2. A good team player willing to take advice AND able to lead by envisioning a team of volunteers, with the management skills necessary to effectively direct a team of leaders. 3. Teaching and training others and formulating principles for working partnerships from a strong basis of Biblical understanding. 4. Communicating effectively, both orally and in written communication, with excellent interpersonal and IT skills, including effective use of website, Facebook etc.. 5. A strong Biblical understanding, probably evidenced by third-level theological study and with demonstrable ability to teach 	Experience in a congregational setting.

	<p>children and young people in a variety of individual and group worship and teaching settings.</p> <p>6. Proven experience of administrative and management skills required to run this range of ministries.</p> <p>7. Demonstrate a verifiable understanding of childhood and adolescent faith development stages.</p> <p>8. Confident in an “up-front” role, not least in leading worship and conducting meetings, and in relating to associates in wider networks and agencies.</p> <p>9. Fully conversant with our child protection policy.</p>	
<p><u>SPECIAL ATTRIBUTES</u></p>	<p>☉ A hard worker with a servant heart seeking to live a life of Christian integrity.</p> <p>☉ A creative visionary with initiative and the ability to develop new ideas through to implementation.</p>	<ol style="list-style-type: none"> 1. Musical abilities. 2. Experience in IT/multimedia. 3. Creative/artistic abilities
<p><u>SPECIAL CIRCUMSTANCES</u></p>	<p>A committed Christian in full sympathy with the aims, values and ethos of the Presbyterian Church in Ireland.</p> <p>Ability to work irregular hours.</p> <p>Valid, full driving licence and necessary access to suitable means of transport.</p>	<p>Valid first-aid certificate.</p>