

## FAMILIES AND COMMUNITY MINISTER JOB DESCRIPTION

**Post:** FAMILIES AND COMMUNITY MINISTER

**Nature of post:** Part Time (.5) 20 hours per week

**Remuneration:** £12,000 per annum (£24,000 Full Time Equivalent)

### Responsibilities:

- to develop and empower families to grow in and nurture faith by
  - serving in our under 5's ministry on Sunday mornings
  - working together with others in planning All Age Worship
  - working closely with the Children and Youth Minister developing Sunday groups and programmes
  - running family focused events to promote and equip families to grow in faith
  - developing a strategy to better equip parents in developing faith within their own families
- to help the church build new relationships with the wider community by:
  - running and developing our family focused daytime ministries including toddler groups and fresh expressions of faith amongst this group.
  - running occasional one-off family focused outreach events
  - keeping our records up to date and regularly communicating with contacts
  - building relationships with families outside of the formal church setting and establishing support groups for parents
- other responsibilities as follows:
  - Oversee the Wednesday Fellowship ministry among our elder members (some of whom serve in daytimes ministry)
  - To re-explore the potential relaunch of café ministry as part of Daytimes
  - perform all duties in line with the vision and values of the Church\*
  - to attend weekly staff meetings
  - to ensure families are a priority in wider church decision making
  - to encourage links between Sundays and Daytimes and create corridors for faith development and evangelism
  - to keep up to date with the current health and safety legislation and ensure proper safeguarding training is up to date for all team
  - produce relevant publicity material for promoting events and social media presence

- to carry out any other duties that may be required from time to time

### **Working arrangements:**

- the Family and Community Minister is employed by the PCC, will work under the authority of the Vicar, and may have a line manager appointed by the vicar.
- there will be a permanent term contract and a 6-month probationary period. The probationary period may be extended for further periods by the line manager.
- every 12 months the role will be reviewed as part of a staff development process
- the way St Gabriel's daytime ministries function is under constant review and development as God leads us forward, and the Families and Community Minister will be expected to liaise with their line manager in keeping an up to date summary of current practice.
- the Families and Community Minister is expected to undertake appropriate training from time to time which will be funded by the church
- the place of work is at St Gabriel's Church
- the hours worked will mostly be spread across Sundays and weekday daytimes, and will include occasional evening or Saturday work. A measure of flexibility may be able to be arranged, subject to core hours as agreed from time to time.
- there will be 12.5 days paid annual leave, equivalent to 5 weeks holiday per year, plus bank holidays (except Good Friday and Christmas Day). No more than 6 days leave should be Sundays.

### **Health and Safety**

The tasks required of this position and all other incidental activities must be carried out as much as possible with a care for the post holder's and all other people's health and safety

### **Equality of Opportunity**

The Families and Community Minister has a responsibility to enable all people who come into contact with the church to be treated fairly and without discrimination. The facilities of the church are available to all comers without discrimination, provided their activities are compatible with the church's Christian faith and purpose.

### **Genuine Occupational Requirement**

Under **The Equality Act 2010**, this post is one where you will be involved in leading and coordinating the Christian purposes of the church. As such, it is considered to be a Genuine Occupational Requirement that you are a committed Christian, and share and endorse the core values of St Gabriel's Church in areas of Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.

### **Child Protection**

The Families and Community Minister must be aware of the Child Protection Policy of the Church and ensure it is implemented across all areas of their responsibility. This post is subject to an enhanced safeguarding procedure.

## **\* Our Vision and Values**

**Our Vision** *St Gabriel's is a vibrant contemporary church in the heart of north west London. We have an exciting vision in which all members of St Gabriel's are invited to share.*

**Our vision can be summed up in three words.. Deeper, Closer, Further**

**Deeper**           with God  
**Closer**           to one another  
**Further**          in mission

### **Our Values**

**These are the core values upon which our life is built...**

**Worship** *We aim to honour God in all that we think, say and do. Worship is the highest calling for all of us, and is a part of everything we are and do. When we gather together, we delight in heartfelt, passionate, sold-out worship offered to God.*

**Bible** *We hold the Bible as our highest authority in what we believe and how we live.*

**Inspiration** *We seek to be open to the Holy Spirit in all areas of our life - to help us live our faith, grow in character and be equipped with God's gifts.*

**Disciples** *We long to inspire and equip one another to be lifelong followers of Jesus, and we see prayer as the heartbeat of the church.*

**Friends** *We value each other highly as fellow-members of God's family, and seek to maintain love and unity with one another and with the wider Christian church.*

**Mission** *We look outwards to our local community, our city and the wider world. We seek to share our Christian faith through our lives and our words, so that others may come to faith in Christ. We seek to care and serve in our local community and beyond - and we are passionate about seeing God's world renewed - in faith, in a just and fair society, and in caring for the environment.*

### **Living out our Values**

**St Gabriel's is a very special Christian community, with a vision to be people who are living out our values. Here are some of the ways in which we are seeking to do this:**

**Today** *We seek to live out our faith as people of today - and we value informality, contemporary worship, modern technology, good resources and effective communication.*

**Teamwork** *In every area of our life, we believe teamwork is vital. We aim to live and make decisions in relationships that are open and accountable. In every area of the church, we are looking to give away gifts and skills to apprentice others.*

**Ministry** *We invite all our members to be involved in the life of the church - and we work with one another to find the place where each person can flourish.*

**Leadership** *We value our leaders and commit ourselves to pray for and support them in every way. We see leadership as something that is shared in teams in which each leader is in an accountable and supportive environment within the church.*

**Worldwide** *Each week as we gather, we welcome people drawn from every continent in God's world, and we celebrate and value our diversity. We share our life with a worldwide network of friends who have passed through St Gabriel's.*

**Involvement** *We seek to enable all to contribute their God-given gifts, being mindful and inclusive of those with disabilities and difficulties. Where people are passing through and are only with us for a short time, we seek to welcome them warmly and include them.*

*Attitude In everything, we seek to do the very best we can, for the glory of God.*

### **TAKING OUR VISION FORWARD**

*At St Gabriel's, each member can help take our vision forward in some of the following ways ..*

- *in worship and prayer—on our own and with others*
- *joining a small group*
- *joining one of our teams*
- *helping out with some of the practical tasks that keep the church running*
- *contributing financially to the ministry of the church*

*To help support the many teams involved in different areas of ministry in the church, we are constantly seeking to develop effective structures for communications, finance, administration and management.*