



**St Nicholas Church, Marston, Oxford
Children and Families Minister Job Description and
Person Specification.**

St Nicholas is a warm, welcoming, inclusive Anglican church about 3 miles from the centre of Oxford. We have many contacts with local families and children and are looking to appoint a Children and Families minister to deepen existing and develop new relationships with families in the parish. We are hoping the new Children and Families Minister will help us to understand the spiritual and practical needs of the families in the parish and to lead the way to make significant progress in meeting these needs.

Job Specifics

Job title: Children and Families Minister

Place of Work: St Nicholas Church, Marston and parish.

Hours and Pay: 20 hours per week to include 2 Sunday services per month, some evening meetings and some other weekend work.

112 hours of paid leave per calendar year (28 days full time equivalent, inclusive of 8 days of public holidays).
£14,000 per annum.

Employer contributions to pension scheme.

There will be time for local and Diocesan support and training

The Role

In recent years we have developed a number of initiatives which are well supported and enjoyed by the local community – toddler group, Fun Days, Eco hub, Celtic outdoor services, Messy Church, Junior Choir. We have links with the local primary school.

Through these and other initiatives, we have made connections with many local families and we would like to develop these relationships and see spiritual growth and practical needs met.

We have a weekly toddler group, which is very popular. Messy Church runs monthly and is well attended, mainly by families from toddler group. Most of these families do not attend other church services.

There is scope and potential to also grow the school work, although, as the school is not a church school, this needs sensitivity and care. We would like to expand the contact with families through building deeper relationships, and maybe offering courses or clubs that would meet needs in the community.

We enjoy working with the other churches in our area, through ‘Churches together in Marston and Northway’.

- There is a genuine occupational requirement that the post holder is a Christian.
- An Enhanced-plus DBS check is required for this post.
- An appointment is conditional on entitlement to work in the UK.

St Nicholas Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

Children and Families Minister – St Nicholas Church, Marston

Key Responsibilities

- Build relationships with children and families in the parish.
- Develop existing relationships, through existing groups eg, Toddler group, Messy Church, Junior Choir/Church, Community Fun Days, local school connections.
- Develop pathways for families and children to come to faith and become members of St Nicholas
- Refresh the church provision for primary school aged children.
- Identify needs in the parish that the church can support.
- Meet for prayer and spiritual nurture with the Vicar and support group.

Person Specification

- To love God and have a desire to share the love of Jesus with other people
- Warm personality – a genuine like for and interest in children and families. Able to communicate well with children
- Excellent interpersonal skills with initiative in building relationships
- A pastoral heart
- An active member of a Christian church
- A gift for inspiring, equipping and leading others, including volunteers
- A capacity for vision and initiative
- An enjoyment of learning
- Confident in sharing the Gospel and nurturing spirituality
- Able to respect matters of confidentiality and sensitivity
- Self-motivated, able to work flexibly and to prioritise – working both independently and as part of a team.
- Able to organise self and others, able to plan effectively with good timekeeping
- Up-front presentation skills
- Capable IT skills and knowledge of social media
- Sympathetic to Anglican traditions
- Knowledge of child development
- Knowledge and understanding of safeguarding

Qualifications and experience

Essential

- Experience of working as part of a team
- Experience of working with parents and children aged 0 -11.
- Experience of working with volunteers

Desirable

- Experience of running church and/or community family or children's activities
- Qualification/training related to childcare, teaching or working with children

If, having read this and prayed about it, you wish to apply, please complete the application form and email it to -

HR@stnicholasmarston.org.uk