

Christ Church, Lancaster

Children, Youth and Families

Co-ordinator



a vibrant, inclusive
worshipping community

We are looking for someone with proven experience in Children's and Youth work, and with a qualification appropriate to the role, to co-ordinate our ministry with children, young people, and families. The post is for 0.6 Full Time (20 hours per week) with a salary on the JNC scale, depending on qualifications and experience. It is suitable for lay and ordained applicants, and is subject to enhanced DBS clearance and references.

Job Purpose

As a member of staff, the Children, Youth and Families (CYF) Co-ordinator will have responsibility to develop, oversee and, in partnership with others, to lead ministry with and to children and youth (ages 0-15) and their families in the Parish of Christ Church, Lancaster. Alongside the Parish Safeguarding Officer and the Vicar, they will hold responsibility for the effective safeguarding of children and young people.

This role is new to the Parish and marks a renewed commitment of the PCC to this area of church life and ministry. In the Parish there is a willingness to develop sustainable patterns of volunteering, and great openness to change. There will be an element of 'pioneer' and outreach work to the role, with an expectation of visible growth in the number, faith and inclusion of families. The CYF Co-ordinator's focus will be within the church and around the local community, with opportunities for outreach and partnership with other agencies working in the Parish.

We expect the post holder to prioritise working with four distinct groups:

- 1) Growing the fellowship and discipleship offered to young people of secondary school age. These have often been lost on their transition between schools, and we would like teenagers to feel included within the church, and be able to share and lead both their own tailored activities and main church worship.
- 2) The parents, carers, and under 5s who attend Tiddlers - our term-time group held in the church hall each Friday morning. This involves hosting a safe space to meet and play together, as well as re-growing the group after lockdown. Tiddlers offers great mission opportunities, with scope for further faith input and deepening the links between church and those attending, including as an extension of our offering to Baptism families.
- 3) The children and families who attend Children's Church (for primary-school aged children) at 10:30 on Sunday mornings during term-time. Prior to

lockdown, this has been a thriving, popular group, which involves teaching, crafts and games. Children's Church is also involved in seasonal events such as the Nativity play, which offer opportunities for all generations of the church to work together. There is scope to develop existing events further, and initiate new, and so to nurture children of all ages as confident disciples, leaders and members of Christ Church.

- 4) Working alongside the clergy and other volunteers in building links with local schools.

We believe there is real potential to see ministry among children and young people flourish in our parish, and to spiritually nurture each young person to be confident members of our church family. We also wish to grow our multi-generational activity and worship, and to develop new initiatives which will help us serve families on local estates and areas of new housing.

The CYF Co-ordinator will work with the Vicar and other ministers, as well as lay volunteers, to grow the church. This will include developing a strategy and the means to encourage children and families in their faith, spiritual life and worship, and in sharing the fellowship available at Christ Church and in the parish.

We have a considerable Baptism ministry with approximately 30 families coming each year for baptism, and offering further opportunities for ministry. We enjoy good relationships with local schools (especially Christ Church Primary, and Lancaster Royal Grammar School). The uniformed organisations who use our hall were active and healthy, prior to Covid and we would like to further their relationship with the church community.

As part of the Diocese of Blackburn, the CYF Co-ordinator will be expected to work in line with the Diocesan vision of 'Healthy Churches Transforming Communities' and the specific vision for Children and Young People, which can be found here:

https://blackburndbf.sharepoint.com/BoE/Strategy/A%20Vision%20for%20Children%20and%20Youth%20-2019.pdf?&originalPath=aHR0cHM6Ly9ibGFja2Jlcm5kYmYuc2hhcmVwb2ludC5jb20vOml6L2cvQm9FL0VldTI0b0RMdW5GT2pjVIZENEdxbEd3QkUwNXFCTIBONWthVUtSa0dfRWhyaEE_cnRpbWU9ekNKZmF0Y0gyRWc

The focus on children and young people in the Diocesan vision has also been strengthened in the updated Vision 2026 Implementation Plan (2021-2024), launched in early 2021.

Christ Church, Lancaster Job Description April 2021

Job Title: Children, Youth and Families (CYF) Co-ordinator

Reporting to: The Vicar, PCC and the CYF Reference Group

Supervisory Responsibility: Children, Youth and Families Volunteers

Financial/Budgetary Responsibility: CYF Budget, in consultation with Vicar, Treasurer and PCC

Job Summary: As a member of staff, working in partnership with others, to develop, oversee and lead ministry with and to children (0-15) and families in the Parish of Christ Church, Lancaster.

A Typical Week for the post may look like:

- 1 hour of staff time, planning, supervision etc.
- 20 minute assembly, plus 1 hour preparation time
- Lunch/after-school club: 45 minutes, plus 2 hours preparation time.
- 1 x Evening: 90 minute youth group, plus 2 hours preparation time
- Friday 10am-1pm Set up, running, and clearing away for Tiddlers group
- Sunday 10am-12noon Set up, running and clearing away for Children's Church, plus 3-4 hours preparation.
- Time for another project, e.g. Messy Church, holiday club, school visits, faith weeks etc - subject to candidate and season.

General Context:

Christ Church exists to glorify God and serve the community.

We are a vibrant, inclusive and worshipping community - made up of people within the parish boundaries as well as from across the Lancaster area.

The job is an essential part of the church's ministry to the local community. Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality.

Duties & Responsibilities:

- Children, Youth and Families.

To introduce children, youth and their families to the love of God in Jesus Christ through the Holy Spirit.

- Leadership.

To take a lead in developing and refining a plan for ministry with and to children, youth and families in the Parish, including risk assessments.

To work with clergy and other leaders to expand and sustain ministry and outreach among families and different generations.

- Worship and Spirituality

To be responsible for the planning and leadership of age-group specific prayer, learning and worship for children, youth and families.

To facilitate the participation of children, youth and families in all aspects of the worship and spiritual life of the Parish.

To share your own insights into a child/young person - centred approach to spirituality and how this might change Christ Church

To encourage discipleship among children, youth and families, through appropriate contexts, as well as within the traditional church setting. This will include helping with Confirmation preparation.

- Staff and Volunteers.

To recruit, develop and lead the team of staff and volunteer leaders and helpers involved in children, youth and families work.

- Parish Safeguarding Policy (PSP).

To work in conjunction with the Parish Safeguarding Officer. Representatives to ensure PSP is appropriately adhered to and administered, and that accurate records are maintained.

- Social and Personal Life.

To maintain an appropriate work-life balance.

To ensure that all use of social media is safe and appropriate

- Staff Team.

To attend staff meetings as agreed.

To take part in staff team training activities, and review as required.

- Spirituality.

As far as possible to attend either Morning Prayer or Evening Prayer on each working day.

To make use of retreat time and time with a Spiritual Director.

- Parish Structures.

To attend the PCC for relevant items, and to encourage participation by children, youth and families in the structures and ministries of the parish.

Depending on the candidate's skillset and vocation, there is also scope for:

- In conjunction with the clergy and others, to be involved in the development of baptism ministry, through the preparation, services and follow-up for families who come for Christenings.
- To grow links with other youth and children's organisations in the parish – e.g. uniformed organisations.
- To work with the clergy in delivering school assemblies and lessons, with opportunities to develop other aspects of ministry in local schools, e.g. lunch/after-school/holiday clubs/music groups.
- To work with those responsible for children and families work in the Deanery and Archdeaconry of Lancaster and the wider Diocese of Blackburn, and as such, to use the Diocesan Vision for Children and Young People, and the resources of the Diocesan Board of Education. To liaise with children and families leaders in the other churches in the area, cooperating where possible in joint projects and events.

Notes for Ordained applicants:

Please note that the Employer is Christ Church PCC, and the Job Specification including hours of work, salary and pension arrangements remain as stated. The post does not qualify for council tax, water rates and heating, lighting, or cleaning allowance. No accommodation is provided.

If the post-holder is an Anglican Priest, they should be eligible to hold a Bishop's Licence. If the candidate is a minister of another denomination, they should be in good standing with their congregation (demonstrated through references), and in full communion with the Church of England.

The Vicar is the direct line-manager, with supervisory expectations as stated below. If the post-holder is an Anglican Priest holding the Bishop's licence, they will also be required to participate in the Diocese of Blackburn's ministerial development review scheme and an annual appraisal. If the post-holder is a minister of another denomination, they are expected to fully participate in their own congregation's ministerial development review and appraisal scheme.

Additional responsibilities:

- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities.
- Ensure compliance with relevant legislation and statutory codes of practice as advised, as well as PCC policy.
- Participate in the arrangements for annual performance reviews.
- Ensure that professional skills are regularly updated through participation in training and development activities.
- Such other duties as may be required from time to time, that are commensurate with the scope of this post.

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Person Specification: Children, Youth and Families Co-ordinator

This Person Specification focuses on the skills, experience, knowledge and qualifications required to undertake this role.

Requirements <i>The post holder must be able to demonstrate:</i>	E: Essential D: Desirable	Measured by: A: Application form I: Interview
<p><i>Education / Training</i></p> <ul style="list-style-type: none"> • a proven track record of working with children or young people with significant pre- or post- qualification experience. • a qualification appropriate to the role. 	<p>E</p> <p>E</p>	<p>A</p> <p>A</p>
<p><i>Knowledge and Experience</i></p> <ul style="list-style-type: none"> • A full, clean driving licence. • A current first aid certificate (or the willingness to receive training as soon as possible) • Competence in the use of computers, office software, the internet and social media. • A sound understanding of current legislation and good practice regarding all aspects of work with children and young people 	<p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A, I</p> <p>I</p>
<p><i>Competencies - an ability to:</i></p> <ul style="list-style-type: none"> • Think and act strategically; develop, sustain and manage new initiatives; develop action plans and manage budgets • Work confidently within Safeguarding regulations; maintain confidentiality and appropriate boundaries at all times. 	<p>E</p> <p>E</p>	<p>A, I</p> <p>I</p>

<ul style="list-style-type: none"> • Organise and plan his/her own work with good time management skills and prioritise workload; work as part of an effective team; encourage, motivate and train a team of volunteer helpers and leaders. • Communicate clearly and effectively with children and young people; communicate with parents, guardians and the wider congregation; win and maintain the respect of the children and young people by his/her example, approach, commitment and reliability; deal with difficult situations with tact and diplomacy. • Share their Christian faith by leading children and young people in worship and Bible teaching; taking care of the development of their own faith; become a full and active member of our congregations. 	<p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p>
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Additional Information

Reporting and Oversight.

The Line Manager is the Vicar. It is expected the CYF Co-ordinator would receive support from one or more mentors, appointed by agreement of the Vicar and the approval of the PCC. There will be a small group convened to act as a reference body to enable the CYFC to develop the vision and strategy for their work.

Supervisory Responsibility.

The CYF Co-ordinator will oversee the work of volunteers, and will appoint volunteers in consultation with the Vicar and subject to Safer Recruitment guidelines.

Budgetary Responsibility.

The CYF budget is set annually by the PCC. Support in administering this will be provided by the Treasurer, and the CYF Reference Group.

Professional Development.

Assistance will be given in developing further professional development and qualifications. The CYF Co-ordinator will be encouraged to take retreats, attend training events and will be supported in all aspects of professional development.

Genuine Occupational Requirement:

This post carries a Genuine Occupational Requirement that the post-holder should be a practising Christian. Christ Church is part of the Church of England, and is a member of Inclusive Church (inclusive-church.org)

Work base:

Working from home, there are limited 'hot-desk' facilities in the Vestry at Christ Church. There are limited storage facilities in the Vestry and Church Hall.

Hours of Work:

The nature of the work is flexible, but may necessitate a regular commitment to evening and weekend work. It is expected that the person will work 20 hours per week, with at least two full days off per week and a third consecutive day off per month - this includes school holidays.

Holidays: 33 working days holiday per year, including statutory holidays and not more than 5 Sundays. There should be a flexibility to work some Bank Holidays – e.g. Good Friday – with time off in lieu.

Accommodation:

There is no living accommodation provided with the post.

Expenses:

Working expenses (including mobile telephone with a post-specific sim, broadband, postage, travel, materials etc.) will be paid in full, and the PCC will meet the cost of approved training courses during the year. The PCC operates a schedule of delegations, and so expenses beyond those budgeted for in the CYF Co-ordinator budget must be agreed by the PCC.

Probationary Period:

A 6-month period of probation will apply.

Post Review:

This post is for 24 months, fixed term contract.

The post, including the finances which support it, will be reviewed after 18 months.

Notice Period:

2 calendar months.

The Interview:

This will take place in the W/B 24th May 2021 at Christ Church.

We will ask each candidate to: *(Not necessarily in this order)*

1. Lead a 15 minute teaching and prayer activity based on the week's story (Pentecost) with our local primary school, observed by a staff member. The children will be a mixture of ages and abilities. The children will give their opinions to the panel, but will not have a deciding voice. You will have 15 minutes to prepare and set up. Please bring any equipment and resources with you.
2. Participate in a 45 minute interview, where the panel (max 7 people) includes the Vicar, members of the CYF planning group, our Parish Safeguarding Officer, and representatives from the Diocese and local schools. There may also be some of our church youth asking questions. The same questions will be asked of each candidate.

Parish Profile:

Christ Church is a vibrant and inclusive worshipping community in the Lancaster and Morecambe deanery. The parish covers an area of approximately 2.1 square miles, with a population of approximately 10,000 and a wide demographic spread, living in owner occupied, private and socially rented housing.

Thousands of new dwellings have been and are being built in the parish, this growing population is ripe for outreach. We are keen to walk alongside these new residents, and especially to find out how we can be there for them in their family and social needs – and to share our faith in serving them.

Our ethos is open and welcoming: we celebrate and affirm all God's children, we will not discriminate, and we seek to follow Jesus' example of reaching out first to the most excluded. Our church style is liberal catholic, and we are a very child-friendly church.

The parish serves a number of schools, with particularly close links to Lancaster Christ Church Church of England Primary School, Lancaster Royal Grammar School and Castle View Primary School, which we would like to see become even stronger. We would also like to develop better links with the other secondary school in the parish, Central Lancaster High School.

Our finances, although challenging, are well regulated. We are working on them in good heart, and actively raising funds and growing stewardship.

We are a very friendly church with a hard-working PCC and a strong team of committed and caring individuals - we want to make a real difference.

Our area:

Lancaster is situated in the north west of England on the banks of the River Lune, with two AONBs on its doorstep. It is surrounded by Morecambe Bay, the hills of the Forest of Bowland, Preston and the Fylde, and the National Parks of the Lake District and Yorkshire Dales. Its magnificent castle commands a prominent position overlooking the River Lune.

Transport links are good - the West Coast main line offers easy travel to Manchester, London, Glasgow, Leeds, etc. – and the M6 connects us north and south. The nearest airports are Manchester, Liverpool and Blackpool.

The City of Lancaster has a population of around 60,000 people (2017). Its main employers are education and health, especially the Royal Lancaster Infirmary and Lancaster University. Its second university, the University of Cumbria, lies partly in our parish. Lancaster boasts outstanding primary and secondary schools. Retail, digital and industrial enterprises account for many of the smaller employers.

Christ Church, built originally as a chapel for the Royal Grammar School and the local workhouse, is about a ten-minute walk from the busy city centre. The centre is not particularly large, but is popular with locals and visitors alike, with many independent shops and cafés, etc. Our parish has considerable socio-economic diversity, offering huge opportunities for outreach and engagement.

The residents are naturally also diverse, with some transient. Many houses around the church are let to students at the two universities, a number of whom come to services and to help with activities. There is also a fairly high turnover of residents in parts of the parish where deprivation has meant insecurity, family upheaval, and moving on.

Lancaster is a multi-cultural society, with strong Asian and Eastern European communities. It is a City of Sanctuary, with Christ Church members active in helping migrants to settle into the community. There are areas of deep poverty in Lancaster, especially in our parish housing estates, and the Christ Church community collects for the food bank every week, as well as our night shelter for homeless people.

What we offer, and what you would bring:

As our new Children, Youth and Families Co-ordinator, you would have the opportunity to help us make a real difference in a rapidly changing parish with an expanding population, at the same time as providing pastoral and practical support to individuals and families who are undergoing exceptional difficulties, and also learning from them.

Christ Church is truly blessed in its community of open-minded and welcoming people who are committed to becoming more Jesus-shaped, by including people from the edge of society, to using more story-based teaching, with deeper and more mission-focused prayer, and putting faith into action.

We follow the lectionary and liturgical year, celebrating Advent and Christmas, Holy Week and Easter with weekday events. We are a child-friendly church, with baby-changing facilities in both church and Hall, a book/play area for young children, and mothers welcome to breastfeed babies in church.

We have two Churchwardens plus nine other PCC members, including our outstanding treasurer, secretary, and Parish Safeguarding Officer. The PSO is also on the Standing Committee, to reflect the importance of Safeguarding.

This passionate concern for our neighbour, this strong sense of community and commitment, is rooted and grounded in our obedience to Jesus' commandment to love one another and to follow his example in sharing God's love.

The Church Hall is an accessible modern building and in a good state of repair (redecorated in 2018). We employ a part-time cleaner to clean the hall. An

enthusiastic group of people keep the church clean and tidy and the church and hall are accessible for those with disabilities. Health and safety are kept at a very high level by the PCC, as the hall is used by many groups, including our Night Shelter for homeless people.

The hall is booked regularly for Pilates and dance classes, children's parties, community groups, baptism parties, etc., and offers valuable outreach opportunities.

Our five year vision for Christ Church, guided and sustained by the Holy Spirit, and for which we commit to work and pray, is:

- A vibrant, growing, Christ-centred and Jesus-shaped, outward-facing worshipping community of disciples who are confident and equipped to take the Gospel out to people in our housing estates and the new residential developments, to listen and learn, and so provide worship that retains its sacramental core but includes varied styles and opportunities to suit people's lives, along with appropriate pastoral care;
- A diverse worship and social offering for all generations, and especially for children, young people, and their families, with closer engagement with our schools, more shared activities, shared services, and a sense of being part of the same community;
- Even stronger commitment to our social mission, following Jesus' example in being open and welcoming to all, embracing the marginalised, and speaking truth to power; building on our existing social justice work with homeless people and refugees and asylum seekers;
- A community that responds generously to God's grace and so allows us to become financially sustainable;
- A purposeful united praying community of individuals who are valued and appreciated for all their gifts, bringing different strands of activity together to form a more coherent whole, and from which we will have grown more leaders to share responsibility;
- A community where all commit to sustain, care and pray for one another, and especially for the Children, Youth and Families Co-ordinator (and his/her family/household).