

MUMBLES METHODIST CHURCH

JOB DESCRIPTION

Job Title:	Family & Youth Worker
Lay Employee in the	Mumbles Methodist Church
Location:	Mumbles Methodist Church, Mumbles, Swansea
Responsible to:	The Lay Employee will be employed by the Managing Trustees of Mumbles Methodist Church and will be under the supervision of the Chair of the Family & Youth Worker Management Group in conjunction with the Minister
Responsible for:	No employees
Purpose:	To sustain and develop the Church's ministry to families, both within the Church and in the wider community
Objectives	<ul style="list-style-type: none">• to build links and develop a cohesive approach to working with families• to build up a strong family base within the congregation

Main Responsibilities:

1. Ensure that there are sufficient and appropriate God-centred, age-specific activities available which are attractive to families with children of all ages.
2. Develop and promote existing and new mid-week activities for children and young people, aimed at existing Church attendees and those from within the

wider community.

3. Assist the Minister with the leadership of worship, particularly with all-age family services, and assist with the development of new patterns of worship appropriate for young families and children.
4. Support and assist volunteers in their roles within the Church. Co-ordinating, resourcing and encouraging volunteers carrying out existing work is an important part of the role.
5. Take primary responsibility for delivering the youth group worship and for organizing younger children's worship on Sunday.
6. Take primary responsibility for the Mother and Toddler group on Wednesday.
7. Support parents or carers by linking them to the pastoral team as appropriate and/or identify and develop appropriate pastoral care tailored to the modern family's needs.
8. Organise suitable holiday activities outside term time for children within the Church and their friends and families.
9. Forge stronger links between families and the wider congregation by means of regular updates.
10. Identify other relevant opportunities for new initiatives
11. Develop links with local schools by informing them of activities, participation in assemblies and inviting class groups to the Church as part of their national curricular work.
12. Attend monthly meetings of the FYW Management Group and Church Council meetings when required.
13. Keep adequate records of contacts and work undertaken.
14. Appraise and review initiatives set up and activities undertaken and change, where necessary, the action and focus the work after discussion and agreement with the FYW Management Group.

Any other duties and responsibilities identified by the FYW Management Group as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Term and Conditions:

- Fixed term until 31 August 2016
- The salary will be £19,000 per annum pro rata
- There is no provision for accommodation
- The normal working pattern is negotiable but will be a minimum of between 20 and 25 hours per week across varying days and at varying times
- Opportunities for study and training will be provided

- All reasonable expenses will be reimbursed and a small allowance given for on-going training (you will not be expected to use a car for this job)
- At least one day free of responsibilities each week
- 28 days statutory leave entitlement per year pro rata
- Appointment will be subject to a satisfactory Enhanced DBS Report
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a three month probationary period

Management:

The FYW Management Group Chair will have the following responsibilities:

- Monitor attendance and administer sickness, health & safety, discipline and grievance policies
- Prepare and oversee a personal development plan for the FYW

The Minister will have the following responsibilities:

- Work with the FYW to encourage the Church to respond to new challenges and opportunities in mission
- Determine priorities for the work
- Ensure good communications between all the stakeholders (groups and networks) involved
- Monitor and evaluate progress with the FYW on a regular basis (meetings will take place weekly during the probationary period and monthly thereafter)
- Act as a “sounding board” to the FYW