

# ABOVE BAR CHURCH ROLE DESCRIPTION

## MINISTRY TRAINEE – (CHILDREN STEP)

Job Title: Ministry Trainee (Children STEP)

**Terms of engagement.** 2 or 3 year training post, a bursary is available to support you as you complete an MA in Applied Theology focusing on Family, Children and Community. 21hrs per week serving within the children's ministry, 14hrs per week study.

**Role Location:** Above Bar Church

**Reports To:** Head of Children's Ministry

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### Vision and values of the church

Above Bar Church exists to glorify God by seeking to make and mature disciples of the Lord Jesus Christ, so that in everything he might have the supremacy.

Loving God, Following Jesus and Sharing Hope.

Together, we are committed to becoming increasingly:

- God-dependent – expressed in prayer and expectation of the Spirit's work
- Bible-centred – in our ethos and activities
- Mission-focused – locally, nationally and internationally
- An authentic community of people from many backgrounds who love and nurture each other as disciples of Christ.

We pursue these priorities and values believing that God wants to bless us as his people in order to make us a blessing across our city, within the wider church, and across the world.

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### Trainee Summary

The post holder is expected to:

- Learn about, and develop skills in, children's ministry and undertake training, normally at post-graduate level
- Facilitate and help develop the Children's Ministry as directed by the Head of Children's Ministry
- Increasingly exercise initiative in leading the WOW team and a GSMA team.

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### Relationships

The post holder will:

- Be line managed by the Head of Children's ministry, who will direct priorities and delegate actions.

- Participate in the Children's Strategy Group in medium and long-term planning and action allocated requests.
- Work as part of team in GSMA, WOW and Poppin.
- Work alongside parents, for the benefit and spiritual development of their children.

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## Essential functions and responsibilities

### Main Roles and Responsibilities

- Develop as a leader and disciple of Jesus, growing in spiritual disciplines and biblical understanding. Completing an MA in Applied Theology, focusing on Family, Children and Community.
- Plan and coordinate the weekly running of WOW, to develop the ministry in line with guidance from the Head of Children's Ministry and in line with the vision of the church.
- Work alongside the head of Children's Ministry and Associate Children's Worker to develop the overall ministry, and support them in achieving their goals.
- Serve within the GSMA team, developing a breadth of understanding of the Children's Ministry and supporting the GSMA team leaders by helping out and leading sessions.
- Facilitate exceptional children's ministry by communicating with, and supporting, volunteers, and planning and liaising with them to improve the children's ministry of Above Bar Church.

### Weekly

- Support the head of Children's Ministry and Associate Children's Worker
- Provide administrative support for the ministry by helping prepare email newsletters, rotas and publicity for events.
- Lead the WOW Team (evening children's club for 7-11s), initially alongside the Head of Children's Ministry
- Lead a GSMA ('Great Sunday Morning Adventure' for 0-11s) team, to develop volunteers and contribute to leading and Bible teaching
- Spend two days completing an MA in Applied Theology focusing on Family, Children and Community or other training
- Build relationships with parents and seek to develop their understanding of the significance of their involvement in the spiritual development of their children
- Meet with Head of Children's ministry for review and evaluation
- Attend staff meetings
- Keep time long to review balance of work

### Monthly

- Assist with planning and leading Mini WOW
- Meet with the Head of Children's Ministry for in-depth review
- Be actively involved in recruiting volunteers
- Work with the Head of Children's Ministry to develop effective leaders
- Meet monthly with the Head of Children's Ministry, Head of Youth Ministry and Ministry Trainee (Youth – STEP)

## **Annually**

- Help organise and lead the WOW Camp
- during the summer term, work with the Head of Youth Ministry to facilitate more effective transition from WOW to Box (youth group for 11–14s)
- instigate training for WOW volunteers
- Attend the Bible-centred Youth and Children's Worker conference
- Bless the wider Church by supporting a team in the holidays

## **As required**

- Support the Poppin team as and when required by the Associate Children's worker
- Occasionally be part of the all-age team; help lead all-age worship
- Visit crèche and other GSMA teams, and have some involvement with helping and leading sessions
- Develop a broad understanding of vocational ministry by completing specific projects that do not necessarily fall within the Children's Ministry

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## **Person Specification**

### **Personal Qualities/Temperament:**

- a creative, servant-hearted, flexible team player who is able to co-operate and communicate with others of all responsibility levels.
- a prayerful, committed Christian with evangelical convictions
- a demonstrable love and concern for families
- willingness to be committed to the Above Bar Church family
- possesses personal integrity and be loyal

### **Aptitude/Skills:**

- someone with a strong commitment to children's ministry
- someone with proven experience in children's ministry
- ideally someone who is educated to degree level, or has a number of years' experience in children's ministry
- someone with experience in leading teams
- someone able to lead, motivate and organise a team
- someone able to take responsibility for existing areas of ministry
- a self-starter
- a good team player
- someone able to delegate, to prioritise, to plan and to finish tasks
- someone committed to training people for ministry
- someone able to implement change
- a personable and effective communicator who is able to handle challenging interactions in a godly manner
- someone able to operate a personal computer, standard office software (MS Office), and access the internet