



Twyford Church Partnership

St Mary's Church Centre, Station Road,
Twyford, Reading, Berks RG10 9NT



Children & Families Worker Job Description (Maternity Cover)

***“Let the children come to me, and do not hinder them,
For the Kingdom of God belongs to such as these.”***
Mark 10:14

Purpose of Job

Recognising that children and their families represent the future of our church, the purpose of the role is:

- To reach and disciple children & families in our parish
- To develop and sustain relationships with families and children both within our congregations and in our wider community.
- To draw children and families into our worshipping community.
- To support and nurture our existing children's work teams.

Description of Role

1. Lead church outreach activities in primary schools.

- Managing our relationship with the 3 primary schools in the parish, including coordinating church visits to school and school visits to church, contributing to assemblies.
- Planning and delivering annual transition activities for Year 2 and Year 6 classes.

Key responsibilities

- Communicate with link teachers to agree dates.
- Plan with the vicar assemblies as scheduled every two to three weeks
- Share in delivering assemblies (initially with support)
- Plan and deliver Transition Days using existing resources

2. Lead church outreach activities through Tots on Tuesdays.

- Leading a team of volunteers to run Tots toddler group reaching out to families with pre-school children
- Publicise activities on Social media

Key responsibilities

- Open up, manage and close-up the URC halls. Look after the keys and report any maintenance issues to the URC. Familiarise yourself with the fire evacuation plan and first aid point.
- Welcome and direct the weekly team of volunteers through set up, during the session and packing away, including holding a short team 'buzz' and prayer at
- Welcome and engage with parents and carers during the session. Showing love and care including offering to pray inline with our vision statement.
- Be the main point of contact for any questions or concerns during the session.
- Lead singing, or recruit a suitable team member to do it.
- Monitor the rota; seeking extra cover when volunteers are away and reminding the team when it is half-term etc.
- Maintain the TOTs Facebook and Whatsapp group with news of what's been happening each week, reminders of breaks and flagging up relevant church news and events.
- Liaise with the St Mary's Church office about upcoming church events to publicise or to seek help to recruit new volunteers.
- Purchase refreshment and craft supplies and claim expenses from the Church Office

3. Lead the discipleship of children within our church on Sunday mornings

The key activities of the role:

- Engaging with families in our congregations.
- Being a part of and taking a role in planning and leading all-age worship at St Mary's.
- Playing an active part in planning and running Sunday morning children's sessions at St Mary's for every Sunday.
- Managing, supporting and growing our existing teams of volunteers
- Taking an active part in any other children and family related events in the village

Key responsibilities

- Join the All-age Planning Team meetings to help plan and deliver all-age worship on the first Sunday of each month at St Mary's.
- Prepare resources and communicate with team members for the above.
- On one other Sundays lead Trailblazer activities for Children during the 1030 service.
- On other Sundays communicate with volunteers and support by sharing and preparing resources to enable them to deliver Trailblazers sessions.

The successful candidate will need to complete a DBS check and basic Church of England online safe-guarding courses before September.

Responsible to:

Line manager appointed by the PCC. The LM shall be their cheerleader and supporter, be a sounding board for new ideas, and receive updates of new work and ideas.

The employer is the Anglican Parish of Twyford and Ruscombe but the job is supported by all three churches that make up the Twyford Church Partnership.

Illustrative Working hours:

8-15 hours per week - It may be that we appoint someone to deliver part of this job description in fewer hours.

2 Sundays a month equivalent to 1.5h per week

First Sunday All-Age service 3h 930-1230

Another Sunday leading TrailBlazers 3h 930-1230

Monday 3h 930-1230 Team Meeting and planning

Tuesday 3h 900-1200 Toddler Group

Thursday 4h including 830-1230 school assemblies every other week and planning

Flexible planning time 2.5h

Evening meetings 2h every other week

What we offer

A supportive and encouraging environment.

Being part of a welcoming team.

6 weeks paid holiday per annum. An equivalent proportion will be paid for a shorter employment. This should be taken in the school holidays avoiding Advent, Christmas, Easter and Pentecost services.

4% NEST pension contribution.