

JOB DESCRIPTION

Job Title:	Children's and Families' Worker
Responsible to:	Children's and Families' Lead
Key internal relationships:	OH2 Leader and OH2 Team OH1 Gathering Coordinator
Key external relationships:	Elim Church Loughborough, Loughborough Churches Partnership, local Loughborough primary schools

Job Context

Open Heaven is a strong and growing church. Our vision is 'making disciples who establish Heaven on Earth'. We are known for our effective discipleship culture, the development and release of younger leaders, and working in unity and partnership with others across the body of Christ. In 2013, we moved into St Peter's Centre. This facility is where OH2 meets, where we run community engagement projects and where we host conferences to serve the national Pioneer network, which is led by our Team Leader, Ness Wilson.

Our model is 'One Church with Multiple Expressions' with a vision to reach every unreached network and neighbourhood. Mission is the organising principle of how we grow Open Heaven and as such we already have two local expressions: OH1 our 18-30s expression; OH2 our generations together expression; and OH Online, our digital expression. We also host a monthly Messy Church and have sent church planting teams out into France and Wales.

We see children as fully functioning members of our church community. Open Heaven now has over 100 children ranging from babies to those in secondary school. We have five separate children's groups on a Sunday. We are very child-aware in our gatherings and deliver regular high quality all age worship.

We see home as the primary place of spiritual formation and want to equip parents to feel confident to make that happen and to have the resources to disciple their children.

We want to become the most supportive and welcoming community we can to those families who are adopting and fostering.

The role involves working closely with our Children's and Families' Lead to help plan, prepare and deliver Open Heaven's vision and strategy for children's and families' work, including taking a lead in children's worship, recruiting volunteers, and enabling missional opportunities with the local community by developing and running after school and holiday clubs.

Job Purpose

To work with the Children's and Families' Lead to help plan, prepare and deliver the Open Heaven vision and strategy for children's and families' work, including taking a lead in children's worship, recruiting volunteers, and enabling missional opportunities with the local community by developing and running after school and holiday clubs.

Areas of Responsibility

1. To work with the Children's and Families' Lead to help plan, prepare and deliver the Open Heaven vision and strategy for children's and families' work, by:
 - taking a lead in the delivery of children's work at OH Sunday gatherings
 - taking a lead in children's worship and Powerhouse sessions
 - helping to organise, coordinate, resource and lead children's special events (eg. the Weekend Away and the Light Party)
 - liaising closely with the Children's and Families' Lead to recruit, lead and develop a team of leaders and helpers for each children's age group, helping with ways to keep recruitment of volunteers high
 - helping with the induction of new volunteers who join the children's work team
 - supporting team training sessions, including regular safeguarding, health and safety and first aid training, which are provided for children's leaders and helpers
 - administrating children's groups for leaders and helpers for Sunday gatherings including staffing rotas for the team
 - supporting the development of appropriate teaching materials for all children's groups
 - liaising closely with the Children's and Families' Lead regarding safeguarding and risk assessments
 - connecting with parents of children with additional needs to help ensure children's needs are met, liaising closely with the Children's and Families' Lead
 - purchasing resources where required
 - liaising with other venues regarding lettings/bookings for room use where required
 - supporting parenting and marriage courses where required
 - resourcing and collating new baby hampers

2. To work with the Children's and Families' Lead to:
 - develop and run missional initiatives for Open Heaven, as well as in partnership with other local churches e.g. Messy Church, after school and holiday clubs
 - participate in any relevant town - wide Children's Worker forums across the churches in Loughborough, to build relationships and share good practice

PERSON SPECIFICATION

It is a genuine occupational requirement of this post to have a personal faith in Jesus in order to help make Open Heaven Church a place where children can meet Jesus, have fun, make friends and grow in their discipleship journey, and where parents are equipped to make home the primary place of spiritual formation in their children.

Personal Qualities

- To have a personal faith in Jesus
- To have a commitment to understand and operate within the relational and culturally relevant culture of Open Heaven, our vision, ethos and values
- To demonstrate a consistent integrity, humility and valuing what Jesus values
- To have a passion for mission
- To have a desire to help Open Heaven continue to grow in excellence and creativity in our Gatherings
- To contribute to a working environment of mutual christian encouragement and growth
- To possess a commitment to teamwork and continual learning
- To be highly motivated and possess a healthy work ethic
- To use initiative to get tasks done
- To be willing and able to work flexible hours (including the hour before a Sunday gathering)
- To be happy to participate in weekly office prayer and occasionally lead it

Knowledge

- To have an understanding of the development of a child's faith journey throughout the ages and stages of childhood
- To have a knowledge and understanding of safeguarding legislation

Experience

- To have experience of:
 - delivering children's ministry
 - engaging children in worship
 - organising events
 - leading and working with volunteers
 - administration
 - working in a small organisation and/or team
 - working with multiple stakeholders
- To have participated in a discipleship year or show strong self-awareness and good conflict resolution skills

Skills / Abilities

- To possess strong organisational and project management skills
- To bring flair and creativity to work undertaken
- To pay first-class attention to detail
- To have a desire and ability to work in close collaboration with team members
- To be able to influence and advise others

- To have good communication, people skills and rapport with children
- To be able to oversee volunteers to support the delivery of all tasks within this role
- To be able to handle pressure and meet tight deadlines
- To be able to assess risks and escalate where necessary
- To possess and utilise initiative in the delivery of the role
- To possess excellent computer skills; we use Google Drive and ChurchSuite