



## Recruitment Pack Children's Ministry Intern

### Vicar's Introduction

We're delighted that you're reading the recruitment pack for the Children's Ministry Intern position at St John's Church. We hope that as you read the document, you'll catch a sense of the vision and purpose of the church, some understanding of where we are in our story, and an idea of what we're looking for as we recruit a new member of our staff leadership team. We hope that you will be excited by both the challenges, but also the opportunities afforded by the role, and that as you pray about whether God is calling you to apply, you will discern his call in your life. We've been praying already for several months for whoever the Lord is calling to join us – and that could be you!

Revd Graham Hunter  
Vicar

### Vision & Purpose

The vision of St John's Church is to be 'a beacon of hope for Hoxton'.

Our aim is that women, men and children of all ages, every ethnicity, every nationality and cultural background might experience what it means to be 'reconciled to God in Christ' (2 Cor. 5:19).

Everything we do as a church is to this end, and is expressed in our mission statement:

Worship God | Make Disciples | Share Jesus | Transform Hoxton



## Mission

Our approach to mission can be summarised by four activity headings: Worship God | Make Disciples | Share Jesus | Transform Hoxton. We aim to ensure that all of our activities and resources are aligned with enabling these core priorities.

Our strategic plan for this mission is expressed in our Mission Action Plan 2016-2021 in which we have articulated ambitious goals in relation to congregational growth and site redevelopment. We recognise that the work required to make the vision a reality will be hard and costly – and we seek to recruit people to our team who thrive in exciting and challenging environments where mission and ministry can be reimagined and developed in innovative ways.

## Values

### *Rooted*

- We are confidently Christian: focused on prayer and worship, we are attentive to the voice of God in Scripture and work within the inherited structures of the Church of England.
- We are committed to loving and serving Hoxton and being ambassadors of the kingdom of God.
- We are rooted in our relationships to the wider church: within our parish and diocese but also with Christians from other traditions. We will honour their gifts, and humbly seek to work and learn together.

### *Relational*

- We are committed to sharing life with all its ups and downs – rejoicing together and weeping together.
- We want fun, food and friendship to be hallmarks of our church, and hospitality a fundamental part of our corporate life.
- We want to embrace the great diversity of people in our neighbourhood.

### *Responsive*

- We're responsive to the changing shape of our church and neighbourhood, and we continually adapt our mission and ministry to reflect the context. We're happy to experiment creatively, and we recognise that fruitfulness does not always mean short-term visible outcomes.
- We want to ensure our compassionate ministry addresses real local needs.
- We want our church ministries to express the variety of our members' gifts and vocations – not fit people into a predetermined model.

### *Risk-Taking*

- We trust in a God who is able to do 'immeasurably more' than we can ask or imagine – this has been our experience over the past years.
- We will be attentive to the voice of the Spirit, and willing to step out in faith
- We will not shy away from making changes if we believe that God is calling us into something new.



## Workplace Culture

We are developing a professional while also relational working environment. We expect ministry leaders – whether paid staff or volunteers – to lead others by example. We expect our team to work diligently, efficiently and attentively in their areas of responsibility. We expect that team members will honour their commitments to other members of the ministry team as well as members of the wider church by behaving in accordance with our code of conduct.

We are a developing and growing church, and we foster an entrepreneurial approach to ministry. Although we plan our work carefully, we also experiment and evaluate. We care about measuring outcomes and fruitfulness, but we're more concerned with ensuring that our inputs are carefully considered and applied. We commend effort more than attainment. But we also use quarterly and annual work plans as well as 'Key Performance Indicators' to help direct and evaluate our work.

## L-O-R-D

*'Whatever you do, work at it with all your heart, as working for the Lord, not for human masters... It is the Lord Christ you are serving' (Colossians 3:23-24)*

All our work in mission and ministry falls into four main categories. It's not an exhaustive list of duties, but it should remind you of different areas of your work – even those you may not instinctively warm to! It should help you keep a balance in your work between the practical and administrative side of ministry and the inter-personal and up-front aspect of ministry.

<p><b>L</b>ead</p> <p>Demonstrate Godly character, kingdom values and reflect Christ's love. Show 'best-practice' in your area of ministry that others may observe and imitate in personal interactions, teaching, planning, or pastoral care.</p>	<p><b>O</b>rganise</p> <p>Take responsibility for the practical administration of your programme area. Ensure good communication and preparation enables effective ministry.</p>
<p><b>R</b>esource</p> <p>Assess the material, financial, practical and human resources needed for the ministry to flourish and set about attaining them.</p>	<p><b>D</b>evelop</p> <p>Always look to train others in your area of ministry, passing on to future leaders the experience you have gained. Keep on learning: develop yourself and others.</p>



## Purpose & Story of Position

St John's Hoxton is a vibrant and growing Anglican church situated in the south-west corner of Hackney near the City of London. It is situated in a diverse, fun and yet deprived neighbourhood. Our church has a particular focus on outreach amongst children and young people, and to that end, we're seeking to recruit a Children's Ministry Intern to assist the Children's Minister with the development and delivery of our programme.

The position is ideally suited to someone who is seeking to gain experience of Children's Ministry in a vibrant church setting, either with a view to moving into full-time children's ministry in the future, or simply as a way of serving in the local church.

It would suit someone who has additional part-time employment, or someone who is studying either at undergraduate or postgraduate level.

## Main Responsibilities

### 1. Sunday Children's Ministry

- Preparing and leading children's groups, including setting up group spaces.
- Setting up crèche and child check-in areas
- Assisting with the planning and leading of all-age worship
- Attend Children's Ministry team training sessions

### 2. Tuesday Tots / Connect Groups

- Assisting with midweek children and family activities on Tuesdays or Thursdays according to programme needs.
- Attend Children's Ministry Team meetings and some staff meetings

### 3. Special Activity Days / Holiday Clubs

- Assist with development and delivery of special family activity days and holiday clubs.
- Assist with special church events – ie. Summer Fair, Carol service, Focus.

## L-O-R-D

### *Lead*

- Lead children's ministry groups so as to demonstrate Christian life and faith to children.
- Take a lead in greeting and registering children at Child Check-In
- Lead other volunteers in set-up and delivery of Tuesday Tots
- Contribute to All-Age Worship – leading action songs; leading craft activities; caring for children.

### *Organise*

- Manage your hours according to the programme needs.
- Contribute to the design of team rotas.
- Prepare materials and distribute them to volunteers.



*Resource*

- Help to keep resource cupboards organised and tidy
- Share best practise and general children’s ministry learning with the wider team
- Prepare materials for sessions that you lead

*Develop*

- Undertake training to help your develop your skills
- Contribute to team meetings and to the development of mission strategy for children and families.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Clear commitment to following Christ, and a desire to share the faith with children.</li><li>• Previous experience of leading Children’s Ministry groups in a church setting</li><li>• A desire to see children grow in the Christian faith</li><li>• Ability to think creatively when preparing children’s sessions.</li><li>• Commitment to learn and develop as a children’s leader</li></ul>	<ul style="list-style-type: none"><li>• Some understanding of children’s spirituality</li><li>• Some knowledge of safeguarding procedures (training will be provided)</li></ul>

Role Description Summary

Title	Children’s Ministry intern
Responsible For	Assisting with Children’s Ministry on Sundays and Midweek
Accountable To	Vicar & Churchwardens; Children’s Minister
Paid / Volunteer	Paid – 10 hours per week – London Living Wage (£10.55 p/h)
Usual Working Hours	Sundays – 9am-1pm Tuesdays or Thursdays – 6 hours according to programme.
Term	September 2019 to July 2020 (with option to renew) (Subject to 3-month probationary period)



Application Process	<ol style="list-style-type: none"> <li>1. Contact Ruth Etang if you require further information.</li> <li>2. Complete the online Employment Application Form on our website – <a href="http://www.stjohnshoxton.org.uk/about-us/team">www.stjohnshoxton.org.uk/about-us/team</a>.</li> <li>3. Email the names and contact details of two people from whom we may seek a reference to Ruth Etang - <a href="mailto:ruth@stjohnshoxton.org.uk">ruth@stjohnshoxton.org.uk</a>. Please ensure you give names of people who can offer feedback on both your character and suitability for the role and also any technical skills or training required by the role.</li> </ol> <p>Shortlisted candidates will be invited for an interview with the Children’s Minister and the Curate. Employment will be subject to an Enhanced DBS Disclosure.</p>
Other Information	<ol style="list-style-type: none"> <li>1. St John’s Hoxton is a Church of England parish church in the Diocese of London and a member of the HTB Network of churches. We are committed to the doctrines of the Christian faith as expressed in the worship and doctrine of the Church of England.</li> <li>2. There is a Genuine Occupational Requirement for this post-holder to be a committed and communicant Christian – as part of their responsibility is to teach and model Christian faith to children, and to lead them in prayer.</li> </ol>

<h3>Usual Working Pattern</h3>
<p><i>Sundays – 4 hours (9am-1pm)</i></p> <ul style="list-style-type: none"> <li>• Set up crèche area</li> <li>• Run Child Check-In</li> <li>• Assist with and lead groups at 9.30 and 11.30 services</li> <li>• Assist with set-down</li> </ul> <p><i>Tuesdays / Thursdays – 6 hours (to be worked between 9am-6pm)</i></p> <ul style="list-style-type: none"> <li>• Assist with Tuesday Tots/Attend some staff meetings</li> <li>• Assist with Children’s Connect Group</li> </ul> <p><i>Other Working Commitments</i></p> <ul style="list-style-type: none"> <li>• Half-term activity days or holiday clubs – with hours allocated flexibly.</li> <li>• All major Christian feasts: Christmas and Easter, with holiday / rest time given afterwards.</li> <li>• Attendance at Focus in July – our annual church summer holiday.</li> <li>• All major church events: carol service, summer fair, other major initiatives.</li> <li>• There will be some degree of flexibility in the working week, but a clear expectation that you will complete tasks in a timely fashion.</li> </ul>

