

ALL SAINTS KINGSWAY ROLE DESCRIPTION



MINISTRY POSITION TITLE:

Associate Minister for Children & Youth

TERM OF OFFICE:

Part Time Employee, Permanent

20 hours per week

Salary Commensurate with Experience

SUPERVISION AND SUPPORT:

Reports to: Incumbent

Leadership Teams responsible for this Ministry:

- Churchwardens
- Discipleship Team
- Executive

PURPOSE OF THIS POSITION:

The purpose of this position is to facilitate programming that nurtures the Christian formation of children and youth. It is a position that works directly in the implementation of children's ministry, youth ministry and other initiatives.

POPULATION(S) SERVED:

The children, youth and families of All Saints Kingsway.

DUTIES AND RESPONSIBILITIES:

1. Assess spiritual and other needs and interests of youth and children, and develop programming accordingly.
2. Recruit, screen, and help train volunteers for ministry in accordance with the Diocesan Responsible Ministry: Screening in Faith Policy.
3. Participate in Sunday worship and help lead contemporary service.
4. Participate in and co-ordinate established children's curriculum and programming.

5. Develop and nurture a healthy parish ministry for children and youth.
6. Prepare and present reports at the Advisory Board meetings and at Annual Vestry meetings.
7. Maintain appropriate records in a confidential manner.
8. Supervise the building set-up for ministry activities, and help coordinate clean-up after use.
9. Communicate with the incumbent reporting any concerns in a timely fashion.
10. Communicate with parents regarding events and procure signed consents as outlined in the parish guidelines and policies.
11. Maintain a safe environment for all participants.
12. Other duties as mutually agreed upon.

SKILLS/KNOWLEDGE REQUIRED:

1. Theological training, ideally in the area of Christian Youth and Children's Ministries.
2. Committed to continuous learning.
3. Proven successful experience working with children & youth, ideally in a Christian setting.
4. Willingness to become familiar with the norms, structures, values and worship of the Anglican Church and to acquire knowledge of relevant diocesan canons.
5. Able to demonstrate written and verbal advocacy skills.

COMPETENCIES NEEDED:

1. A vibrant Christian faith and ability to articulate it (shows evidence of personal engagement with the gospel).
2. A passion to work with children & youth.
3. The ability to relate the Christian story to the needs and concerns of children & teenagers.
4. An understanding of themselves as a fellow pilgrim in the faith.
5. A commitment to ongoing spiritual growth and professional development.
6. Strong interpersonal, organizational, communication and listening skills.
7. A sensitivity to people of diverse backgrounds and for those in difficult circumstances.
8. The ability to relate to children, youth, their families and parish leadership.
9. The ability to set and maintain personal and professional boundaries.
10. Contemporary Worship Music leadership ability not required but a strong asset.
11. The ability to recruit, equip and support volunteers, cultivating a team environment.
12. The ability to build bridges with other parish groups and individuals.
13. A willingness to network effectively with other churches and to work beyond parish boundaries and in joint ventures.

SUPPORT, SUPERVISION AND EVALUATION:

1. Annual performance reviews will be conducted by the Incumbent.
2. Support systems are provided such as the Godly Play Team.
3. Participation in regular staff and clergy meetings - consultation in decisions affecting the parish as a whole.
4. Secretarial and administrative support will be provided.

LIMITS OF THE POSITION:

1. Work within the Diocesan Professional Youth Ministry Guidelines.
2. Work within the Diocesan Professional Children's Ministry Guidelines.
3. Have at least two screened leaders present at all children or youth ministry functions.
4. Comply with the Responsible Ministry: Screening in Faith Policy.
5. Comply with policies governing confidentiality.

TRAINING PROVIDED:

Position specific training (pre-requisite)

In service training (ongoing as needed)

Diocesan Sexual Misconduct training

POSITION RISK ASSESSMENT:

High

BENEFITS AND OPPORTUNITIES:

1. To have a profound effect on the faith development of children & youth.
2. To be a major contributor to a sense of belonging for children & teenagers within our church.
3. To play a key role in developing the gifts and faith of young people.