



## Application Pack

**Job Title:** Children, Youth and Families development worker.

**Hours of work:** Full time. 40 hours per week, including some evenings and weekends.

**Purpose:** The children, youth and families development worker's time will be spent investing in the existing leaders and volunteers, recruiting more willing volunteers, the development of programmes in support of existing leaders and maintaining a presence at various ministry-points-of-delivery. They will also be involved in engaging with and supporting families.

**Accountability:** The worker is accountable and reports directly to the Assistant Pastor and through him to the other Elders.

### Person Specification:

#### *Character:*

- (i) Have a saving knowledge of the Lord Jesus Christ evidenced by life-style and behaviour and a personal commitment to the development of a deepening relationship with God through regular personal Bible study and prayer.
- (ii) Be able to demonstrate a heart for people and experience in forming pastoral care and support relationships with young people and families.

#### *Competence:*

- (iii) Evidence of vocational work ministering to children and/or young people and families.
- (iv) Be able to demonstrate a sound knowledge of biblical truth and experience in effectively presenting it in a living and culturally relevant manner to children, young people and their families - both those inside and outside the church.
- (v) In the specific context of young people, be able to demonstrate significant communication skills in both formal and informal situations.
- (vi) Be able to demonstrate an understanding of the issues facing contemporary society, especially as they relate to young people.
- (vii) Be able to demonstrate an acceptable level of IT competency

#### *Chemistry:*

- (viii) Be, or become, a member of Glenrothes Baptist Church in full agreement with the doctrinal statement and practices as laid out in its Articles of Association,

the GBC Vision and Values Statement, and its Safeguarding Policies.

(ix) Be able to demonstrate the ability to work comfortably in a team including the Pastors, Elders, Deacons and Leaders within the church.

*Desirable Criteria:*

(i) Some formal theological training, or be willing to pursue ongoing theological development.

(ii) Formal qualifications in children and/or youth work.

(iii) Relevant leadership experience, including as a volunteer, in a church youth setting.

(iv) Evidence of the ability to work with, lead, build, develop and refresh a close knit team.

(v) Be able to demonstrate self-discipline and the motivation and ability to work with minimal direct supervision.

(vi) As the worker is based in Glenrothes Baptist Church and working with locally based young people, living in, or having easy access to, the area will be an important consideration.

(vii) Have a full driving licence and access to a means of transport.

(viii) A good standard of health both physical and mental to meet the demands of this challenging position.

(ix) Experience and/or qualifications in working with young people with additional support needs.

(x) Experience and/or training in safeguarding policies and their implementation.

(xi) Experience of working with families.

**Job Description:**

Personal responsibility:

a. To have and be growing in a close personal walk with God as a servant of Jesus Christ, setting a good example to all.

b. To regularly read, study and engage with the Bible and its implications for daily life.

c. To take such steps as are necessary to understand youth culture and experience so that biblical truths may be communicated relevantly and effectively.

d. To maintain an effective work/life balance as an example to the church.

e. To be willing to participate in annual appraisals as agreed with the Eldership.

Leadership:

To be responsible for the effective development, vision and focus for:

a. Sunday School (p1-p7)

b. Creche (0-3yrs)

c. Nursery (3-4yrs)

d. Toddlers [Tuesday and Wednesday] (pre-school with carers)

e. Illuminate (p1-7)

- f. YF (s1-6)
- g. Periodic special family outreach events.
- h. To develop, train, empower and lead the team(s) of volunteers who deliver the various programmes.
- i. To develop a programme of training for the older Christian young people.
- j. To develop a strategy for supporting families.

#### Planning:

- a. In conjunction with existing ministry leaders and volunteers plan the teaching programmes for the various Children and Youth activities.
- b. In conjunction with existing ministry leaders, plan ways to engage families and wider community into church life.

#### Pastoral:

- a. To ensure that the safety of Young People is paramount and that the church's Safeguarding Policy is observed fully.
- b. To be alert to pastoral issues among the children, young people and families, and to ensure that these are addressed either personally, if appropriate, or by drawing them to the attention of the Elders.
- c. To develop a programme of appropriate one-to-one discipleship and care.

#### Development

- a. To keep under review the strategy for the development and delivery of children and youth work associated with the church.
- b. To update the children and youth work strategy at regular intervals (to be agreed) and confirm with the Church Leadership.
- c. To monitor and evaluate, in conjunction with the Church Leadership team, the effectiveness of children and youth ministries.
- d. To be alert to opportunities to broaden the scope and reach of church youth ministries in the community at large and in the school environments in the area.
- e. To seek opportunities for young people to broaden their horizons by participation in appropriate service outside the confines of GBC.
- f. To develop and implement a strategy for family support and discipleship.

#### Communication

- a. To maintain and develop relationships with the parents of the young people (whether or not connected with the church), keeping them fully informed and encouraging their engagement where possible.
- b. To ensure that the information about youth activities, planned events, outings etc. are communicated in a timely and clear manner to all potential participants and, where required, parents/guardians.
- c. To regularly draw the attention of the church at large to the activities of the children and youth work ministries to encourage its prayerful interest.
- d. To grow, maintain and develop relationships with families within, or connected to the church.

## Administration

- a. To ensure that all the procedures related to the activities among young people are scrupulously observed, that all permissions required are obtained, and that all records are kept in an easily accessible form and location as required under the GDPR policy.
- b. To ensure that all financial transactions associated with children and youth work are processed in accordance with the finance team's set protocols as agreed with the Church Treasurer.
- c. Submit a monthly remuneration claim for mileage and other pre-authorised expenses in relation to this post to the Treasurer in order to process a reimbursement.

## General

- a. To maintain contacts, and where possible meet with others doing similar work in the Fife and Scottish area as agreed with Eldership.
- b. To attend, where possible, and in agreement with the Church leadership, conferences and other events where networks can be enhanced and fresh ideas explored.

## Details:

- Day-to-day supervision from the Assistant Pastor of GBC and regular review opportunities
- 40hrs per week with two days off (required to work some weekends and evenings)
- Salary in the range £29,000 - £33,000 dependent on qualifications and experience.
- Generous employer pension contributions
- 6 weeks annual paid leave (Excl. Public Holidays)

## Application Process:

To apply, please send:

- A CV outlining relevant ministry experience
- A letter outlining how you feel you match the person specification and job description, and why you feel God is calling you to this role.
- Contact details for two references (ideally your Church leader and your current employer - we will not take up references without your permission)

Appointment subject to PVG (Disclosure Scotland) check.

Send applications or enquiries to: [recruitment@glenrothesbaptistchurch.org.uk](mailto:recruitment@glenrothesbaptistchurch.org.uk)

**Closing date for applications is Tuesday 30th June @ 12noon.**

**Interviews for selected candidates will take place on Wednesday 8th July.**

## **Church information and background:**

Glenrothes is a town of around 50,000 people, set right in the heart of Fife. It's a new town, built in the 1950's and 60's, and today has a mixed population of ages and stages and a mix of nationalities and ethnicities. This is reflected in Glenrothes Baptist Church as we gather in the centre of the town. We are made up of all different ages, and on any given Sunday you'll find over a dozen nationalities represented at our worship gatherings. Glenrothes Baptist Church has around 190 members, and on a Sunday you'll find 250 - 300 people gathering to worship God.

We are blessed with many children, young people and their families, both on Sundays and throughout the week at our various activities.

On Sunday mornings we have a creche for the youngest children, a nursery class for those aged 3-4 years and a Sunday school for those of Primary school age. Each Sunday approximately 50 - 60 children will attend these groups (although the Sunday school has a register of 85 children), with the teenagers remaining in the main service.

Through the week we have: a toddlers group with 80 children and their carers attending, with more on a waiting list; illuminate, a club for P1-7 children with 30 - 40 attending weekly; and YF for our high school aged young people meets weekly on Saturday evenings with around 30 teenagers attending.

As a church we are a member of the Baptist Union of Scotland, and also the Pillar Network, which is a church planting network. We are currently in the process of planting another church within Glenrothes.

Further church information can be found on our website, Facebook and YouTube:

[www.glenrothesbaptistchurch.org.uk](http://www.glenrothesbaptistchurch.org.uk)

<https://www.facebook.com/GlenrothesBaptistChurch>

<https://www.youtube.com/@GlenrothesBaptistChurch>