

ROLE DESCRIPTION

PIONEER CHILDREN AND FAMILIES' MINISTER

St Mary's Church, Hitcham is seeking a creative and relational Pioneer Children and Families Minister to help us reconnect with children and families in our parish and surrounding community. This is a missional role at the heart of our church's vision to be *A Beacon of Hope and a Home for All*. The postholder will develop and lead fun, engaging and faith-forming children's provision during our 9am contemporary service, supported by volunteers from the congregation, while also building relationships in the wider community through toddler groups, school engagement, and seasonal events.

This is a part-time post (15 hours per week) offered initially on a three-year fixed-term contract, with the potential for continuation subject to funding and church growth.

Location: St Mary's Church, Hitcham (SL1 7DP) and other locations within the parish and community. Some home working is possible for planning and administrative tasks.

Reporting to: Rev. Chris Hassell

WORKING HOURS AND CONTRACT

Hours: 15 hours per week

Typical Working Pattern:

- **Sundays:** 8am-12pm (4 hours), including preparation and delivery of children's ministry sessions at the 9am service
- **Mondays:** 9am-12pm (3 hours), supporting Roots & Shoots toddler group
- **Flexible weekday hours:** 8 hours per week for planning, admin, volunteer support, meetings, community engagement and schools work, including occasional evening meetings and Saturday events, with time off in lieu.
- This is an illustrative working pattern which, from time to time, may need to be varied by mutual agreement.

Contract:

Fixed-term employee three-year contract, with potential for continuation subject to funding and congregational growth.

Salary:

- £31,000 pro rata (£16/hour, 15 hours/week, salaried post)

Annual Leave:

28 days pro rata (11.5 working days / 86 hours), to include no more than five Sundays off per year.

PURPOSE OF THE ROLE

The Pioneer Children and Families Minister will play a vital role in helping us re-establish a thriving ministry with children and families. This role exists to help us reach out to local families, draw them into the life of the church, and nurture children in a living and growing relationship with Jesus.

The postholder will pioneer new ways of engaging families beyond the church walls, through toddler groups, local schools and seasonal events, while also developing consistent, fun and faith-filled children's provision during our 9am contemporary Sunday service. They will support children and families to feel at home within the church, encouraging a culture of welcome and hospitality.

KEY RESPONSIBILITIES

Sunday Ministry

- Plan and lead fun and engaging, Bible-based sessions for children during the 9am Sunday service, supported by volunteers from the congregation, growing from monthly provision to weekly by September 2026
- Source and adapt resources as required from organisations such as Urban Saints, Youth for Christ or Scripture Union
- Train and equip a volunteer team to ensure consistent and sustainable provision
- Support the integration of children and families into the broader worship life of the church

Community Engagement

- Attend and provide gentle Christian input at our weekly Monday morning toddler group, *Roots and Shoots*
- Launch and coordinate a half-termly parents' Prayer and Coffee hub
- Plan and lead twice-yearly Family Fun Days (Easter and Christmas), supported by volunteers from the congregation
- Participate in the annual summer holiday club, *Lighthouse*, in Burnham, progressing from an observer in 2026 to a leadership team member in 2027

Schools and Educational Outreach

- Explore and develop partnerships with local schools through The Well @ Lent Rise and St Peter's Church
- Deliver interactive assemblies sharing the message of Jesus' love

Leadership Development and Training

- Recruit, train, and support a team of volunteer leaders for Sunday morning children's ministry
- Develop lay leadership so that Sunday children's ministry can be lay-led twice per term

Pastoral Care and Discipleship

- Support families to grow in faith together at home and in daily life
- Liaise with the vicar regarding pastoral needs within families

- Encourage deeper discipleship through structured sessions and informal relationship building
- Create opportunities for parents to explore questions of faith

Administrative

- Maintain accurate records of attendance
- Where necessary, participate in planning meetings and church leadership discussions
- Contribute to the church's wider strategic vision and mission planning
- Where necessary, prepare reports for the PCC and Development Fund monitoring

Safeguarding

- To adhere to St Mary's safeguarding policy and procedure, as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable.
- This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.