

**Job Description for Ministry Associate:
Children's and Families' Ministry and Volunteer Management**

Role: Ministry Associate with emphasis on developing ministry to children and families and managing children's ministry volunteers

Employed by: The post-holder will be employed by Jersey Baptist Church

Reports to: The Pastor of Jersey Baptist Church or agreed upon delegate

Responsibility: Oversee Children's and Families' Ministry and Volunteer Management

Hours and Pay: 20 hours per week, paid holiday, £16 per hour, 5% Employer Pension Contribution

Overview of Role

To oversee children's church on a Sunday and to minister to families with Children. The post holder will also recruit, train and develop Children's Ministry volunteers.

Objectives and Responsibilities

Sunday Ministry: (2 hours p/w)

- To oversee Children's Church and Splashers
- To coordinate with parents and guardians of children on Sunday
- To oversee Children's church volunteers
- To sort children's ministry materials, and storage areas
- To help create displays and posters in church to ensure that church is attractive to children and families.

Midweek Ministry: (10 hours p/w)

- To oversee writing Sunday Children's Church materials
- To work with the Pastor in reaching families and developing materials and training opportunities for parents and carers to better fulfil their duty to raise their kids in the knowledge of the Lord
- To oversee the volunteer team during Dangerous Club
- To provide support to Holiday Club and other larger outreach efforts led by other staff by helping with administration, and volunteer recruitment.

Volunteer Management: (5 hours p/w)

- To lead recruitment, training, and development of volunteer leaders for children's ministry including taking the lead on safer recruitment and rota administration
- To oversee and maintain policies and procedures related to children's ministry

Professional Development: (3 hours p/w)

- To help develop an annual strategic plan for children's and families' ministry and lead the implementation of that plan
- Participate in weekly staff Bible study, meetings and planning.
- Engage in external professional development training on an ad hoc basis.

The above information is not exhaustive. You may be required to perform other ad hoc duties from time to time. As a faith-based organization and place of Christian worship,

there is a genuine occupational requirement that the post-holder is a committed Christian.