

## JOB DESCRIPTION: FAMILY WORKER

**Family Worker:** Part time; 20hrs per week  
**Workdays:** Sundays (5hrs), balance of time (15hr) flexible during the week  
**Salary:** **£9,066 to £12,266 pa** for 20hrs per week based on experience and qualifications  
(Full Time equivalent £17,000 - £23,000 pa)

### 1) ROLE SUMMARY

The *Family Worker* at PCF is responsible for the continuing development and leadership of our children's ministry.

The role entails administration, children's ministry, pastoral care and children's missional work: all focused on effective engagement and building bridges between schools, local churches and young children both in the church congregation and in the local community.

The role will include development of volunteer teams and will work in close collaboration with the PCF Leadership Team to cultivate an effective Children's Ministry that serves the vision of PCF Church.

As with all PCF leadership roles, the *Family Worker* Role has a significant 'Team' aspect, where you are expected to contribute to the running of an effective church including pastoral, administrative and managerial tasks.

### 2) KEY RESPONSIBILITIES

1. Leadership and responsibility for all children-related activities and initiatives, including, but not limited to:
  - Coordinating and running of children clubs;
  - Engaging with local schools;
  - Participating in community engagement;
  - Running of children church on Sundays including set-up and pack down;
  - Follow administrative procedures: attendance registers, incident reports and event summaries;
  - Curriculum preparation and distribution to leaders;
  - Co-ordinating mid-week groups;
2. Assist in the continuing development and implementation of children strategy and vision in line with the wider church vision and purpose.
3. Oversee and facilitate pastoral care for children and families drawing alongside them as a source of comfort, guidance and inspiration.
4. Manage, support, grow and develop our team of children work volunteers.
5. Network with schools and with other churches and organisations to enhance our engagement with young people and children in Poynton.
6. Work with the Safeguarding Lead to ensure the implementation of the relevant safeguarding policies in all aspects of our children work.
7. In your role, you will be expected to be an active member of the TEAM, developing strong working relationships with other team members and providing support to the Senior Pastors:
  - a. Help to shape and implement church-wide strategy and vision with specific input in children's work.
  - b. Leading and ministering in all-age church services possibly incorporating talks and leading of service.

### 3) TEAM RESPONSIBILITIES

In addition to your Key Responsibilities as a Family Worker, you will also be required to participate in administrative tasks, participate in TEAM discussion / tasks and fulfil personal key objectives. These tasks are listed as:

1. Be an active member of the Children Team, participating and leading in the team as required.
2. **Administration:** Liaise with Leadership Team, take cognisance and act on PCF Church Policies where required. This would include but not be limited to: Safeguarding, Health & Safety, Risk assessments, First Aid and Mental Health.
3. **Operations:** Assist and support in special functions such as wedding & funerals when families with children are impacted.
4. **Key Holder:** As a member of the Leadership Team, you are expected to hold a full set of church keys and to participate in the Opening / closing procedures.

### 4) WORK EXPECTATIONS

In fulfilling your key tasks, work expectations would include:

- Flexible working hours that would include evenings & weekend work;
- An expectation to attend all PCF main meetings including all Sunday services;
- Attendance at weekly staff meetings;
- Attendance at key PCF events;
- Attendance at occasional training courses.

The Family Worker at PCF must model an authentic and growing Christian life, maintaining a healthy personal study and prayer life.

### 5) TRAINING & DEVELOPMENT

We expect all leaders and ministers to continue to develop themselves through attending AoG meetings, conferences, workshops and training courses. The Senior Pastor will discuss the details of a development programme with you and will be included in the PCF Dialogue Review Process.

### 6) DIALOGUE REVIEW

You are expected to participate in the PCF Dialogue (Performance) Review Process.