St Mary's Overton

Role Description

Post: Children and Families Minister

Reports to: The Rector – Revd James Russell

Overall Purpose: To promote the spiritual development of children (Under 11's) in St. Mary's, Overton and to work with our existing team of volunteers to encourage and grow the ministry to families in the church.

Current Context: Over the past few years the church has seen growth in the number of families attending the church and we would like to enhance the way in which we support their journey in faith.

Key responsibilities:

To set the lead in working out ways to best reach out to children and families in the church and local community.

To co-ordinate the work of the Sunday Children's Group

To lead, support and supervise the team of volunteer leaders and helpers

To compile a rota for the leaders/helpers to ensure adequate supervision of the children

To help with the preparation of teaching material including sourcing suitable resources and age appropriate programmes of work and activities

Role Description:

- To be on the teaching rota as a leader / helper, either on a regular basis or as occasional cover
- To hold regular meetings with the team to evaluate progress, encourage, plan ahead and share ideas
- To work collaboratively with the current volunteer team to develop strategies for growing the team of volunteers
- To work collaboratively with the volunteer team to develop strategies for reaching out to the children and families in the wider community
- To work collaboratively, if and when needed, with the other churches in the Overton Benefice
- To support, and if required, participate in existing ecumenical programmes that reach out to children and families in the community, i.e. '*JoyZone*'
- To continue to develop close links with Overton CofE Primary School
- To exercise active pastoral concern for the children and young people in the church and be available to them for counsel
- To organise and lead the Children's Group team in delivering special events, i.e. holiday clubs and activities relating to the church's main festivals – Christmas, Easter, etc.
- When required, to work with the team to produce publicity and notices for inclusion in the weekly church bulletin (the Messenger) and, as appropriate, in social media and Overton News & Views
- To have a clear understanding of safe-guarding procedures, and a commitment to ensure that they are followed

Person Specification:

- A committed Christian, with a firm and infectious faith that draws others to Christ, seeking to grow into the likeness of Jesus, and patterning your life after his.
- A passion to see children growing in their faith.
- A heart for mission and outreach to those currently outside the church family.
- Demonstrable experience of working with diverse groups of children including those with special needs, and a clear understanding of the society in which they are growing up and the challenges it brings.
- Significant experience of running children's groups and programmes.
- Good biblical knowledge and theological understanding, and the ability to foster in others a desire to learn and grow as disciples.
- A good listener, with pastoral sensitivity, genuinely interested in young people and able to understand where they are coming from; kind-hearted, sensitive to needs, and able to maintain confidentiality.
- The ability to maintain order amongst groups of children from diverse backgrounds and cultures and earn their trust.
- An approachable leader, able to recruit, inspire, motivate and nurture others on your team, bringing out their gifts and enabling them to flourish.
- An imaginative and effective communicator.
- A good team player, able to work collaboratively, and with people who hold a variety of theological views, and able to work alongside those in the community with other faiths or none.
- A sense of humour, enthusiasm, and a desire to have fun.
- The ability to lead change in a changing environment, open to God and willing to follow wherever he leads.

The Contract:

- 3 year fixed-term contract with a possibility to extend given sufficient financial backing
- Part-time post of 20 hours a week
- Starting salary of £15.50 an hour
- Subject to a probationary period of 6 months
- Responsible to the Rector and the Parochial Church Council

We will offer:

- Induction, regular supervision and support and an annual review
- Training and support on the job
- Flexible working hours subject to agreement

The Appointment is subject to an enhanced DBS check.
We operate a Safer Recruitment policy.

Informal enquiry also welcomed:

Please contact the Rector:
James Russell 01256 589614
revjames.overton@gmail.com

or our Administrator Ruth Williams 07783 632859
admin@stmarysoverton.org.uk

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There will also be an opportunity to arrange a church visit on a Sunday before interviews.

- **Closing date for applications: 30th October, 5pm**
- **Interview date: 12th November 2026**

All candidates will be contacted within a week of interview. The successful candidate will start work as soon as possible afterwards, dependent on DBS clearance and any outstanding references.