



RIVERSIDE VINEYARD CHURCH

ROLE DESCRIPTION

CHILDREN & FAMILIES PASTOR (MAY 2024) – FULL TIME

Job Title	Children and Families Pastor
Start Date	August – September 2024
Location	Riverside Vineyard Church Office – Riverside Vineyard Church, Air Park Way, Feltham, TW13 7LX
Department	Children and Youth
Purpose	To lead the Church's ministry to children and families as part of our growing, missional, multi-site church community.
Reports to	Dave Heskin, Youth Pastor
Hours of work	35 hours per week (4 weekdays plus Sundays, and up to 3 evenings per week). Occasional Saturdays are also required. Part-time considered.

PURPOSE

- To plan for the overall growth and development of Young Vineyard (YV) across sites and to provide a structure and environment in which the teams and children may come to know and love Jesus, through fun, worship and relevant Biblical training
- To oversee the smooth running of YV (ages 0 to 11 years), taking responsibility for the support, care and development of team volunteers and children within this ministry area.
- To oversee and work with teams and volunteers regarding 'special services' – e.g. Mother's/Father's Day), Christmas, Easter, etc., in liaison with the Pastoral Team
- To oversee 'outreach' children's work, including ministries like Busy Bees (parents & toddlers) and events such as holiday clubs, light parties

DUTIES & RESPONSIBILITIES

1. Young Vineyard

- Growth and Development – To implement the vision and mission for children at RVC
- Sunday services YV groups – To help children know Jesus through the Bible, prayer and worship, to grow in their relationships with one another, and to reach out to other children and families, with an emphasis on fun!
- Training – To provide team training on a regular basis (at least yearly) and to facilitate the training of new team members and overseers.
- Overseers – To discover, develop & deploy overseers who will be responsible for the running of Young Vineyard groups on Sundays. To give oversight and support through regular meetings both as a group and individually as necessary.
- Administration – manage the overall expenditure of Young Vineyard, within the budget agreed by the Trustees; keep appropriate records for attendance and materials; maintain equipment of good quality; Ensure events and activities are well publicised.
- Additional needs and accessibility – Work with our Additional Needs Overseer to provide support and provision for all children to be able to engage, providing relevant training for team
- Discipline – Guidelines for discipline within Young Vineyard are to be agreed, and training to be given to all Young Vineyard teams in this regard.
- Safeguarding – Manage our safeguarding process in line with RVC's Safeguarding Policy, ensuring necessary training is provided



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2. Other Ministry Areas

- Dedications – Carry out child dedications when required, in liaison with the Pastoral team
- Ministry links – To develop, as time allows, bridges with other ministries and like-minded groups such as Storehouse, parenting courses, community groups and Busy Bees (Child & Parent group)

PASTORAL RESPONSIBILITIES

- To demonstrate a clear, personal commitment to the Christian faith*
- To demonstrate commitment to the Church by attending Sunday services, participation in a Small Group, serving on a team, regular financial giving, and having a love and support for the leadership of the Church
- Able to embody our Church's vision and culture, complying with our operating policies/procedures
- As part of our growing, missional church community, contribute to the effective running and development of RVC
- Undertake any training or personal development as required (e.g. First Aid, Safeguarding etc)
- To actively participate in staff gatherings including, prayer, planning & social
- To assist in the pastoral oversight of RVC
- To evangelise and gather
- To maintain confidentiality concerning financial contributions, pastoral care, counselling, staff and any other information about members or those associated with RVC, received directly or indirectly.

Personal Training, Development and Prayer

- To actively lead a prayerful and devotional life.
- To become skilled at D-D-D (discover, develop and deploy) future leaders at RVC.
- To undertake further training through conferences, seminars, staff training, ministry trips and functional ministry experience in different areas (including the Vineyard Leaders Gathering, staff training and staff retreat).
- To be available and willing to be used in those areas of ministry which will develop gifting, experience and ability.

OTHER REQUIREMENTS

- Able to carry our values & practices, in all aspects of the role, including interactions with contractors, church centre visitors, church members & staff team
- Able to play a full role in the Christian practices of the team, e.g. prayer & worship times
- Able to comply with our operating policies/procedures
- Contribute to the effective running of our growing, missional church community
- To demonstrate a clear, personal commitment to the Christian faith*
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line Manager

*The genuine occupational requirement for this post is implemented under the Equality Act 2010



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KEY FACTORS

Knowledge, Skills, Experience:

- Previous experience working with children and/or young people, ideally in a church setting, demonstrating a passion for working with young people
- A good knowledge of safeguarding
- Strong organisational skills, including good time management and use of initiative & creativity
- Good leadership skills - able to work strategically, build & envision teams and release leaders
- Good oral and written communication skills, in both larger settings and individual conversations
- Good IT skills including the use of various social media platforms
- Ability to work as part of a team

Financial Responsibility: Manage budget for Childrens' and Families Ministry

DBS Check: This position is subject to a satisfactory enhanced DBS check

Person Specification:

ITEM	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A Levels 	Graduate with BA(hons) or equivalent
Special skills	<ul style="list-style-type: none"> • Strong admin & computer skills • Database experience • Strong communication skills • Problem solving • Highly organised, able to prioritise & use initiative • Team player • Eye for detail 	<ul style="list-style-type: none"> • Driving licence • Proficiency in Google Workspace
Work/volunteer experience	<ul style="list-style-type: none"> • Previous administration experience • Previous experience leading teams working with Children and Young People (preferably in a church setting) 	<ul style="list-style-type: none"> • Ministry in a Vineyard church context • Vineyard Training, Theology, College or any of the above
Knowledge	<ul style="list-style-type: none"> • Culturally aware 	<ul style="list-style-type: none"> • Vineyard history, DNA, Values and Theology
Special factors relevant to the post	<ul style="list-style-type: none"> • Adherence to the Statement of Faith of Vineyard Churches UK&I • Adherence to the Vision & values of Riverside Vineyard Church • Clear DBS • Strong personal faith 	<ul style="list-style-type: none"> • Confident leading children in Spirit led ministry - moving in spiritual gifts.