



## Aylesbury Methodist Church and Centre

**PRIVATE AND CONFIDENTIAL**

### **POST OF FAMILY & YOUTH WORKER – APPLICATION PACK**

Thank you for your interest in The Methodist Church and for requesting further information for the above vacancy. I am pleased to enclose this Application Pack which contains the following information:

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If you wish to make an application, please complete the form and return it to:  
Rev. Helen Kirk, Aylesbury Methodist Church & Centre, Buckingham Street, Aylesbury,  
Bucks. HP20 2NQ by 12noon on the closing date which is Friday 7 July. Alternatively, you  
can copy and scan the form and email it to [revhelenkirk@sky.com](mailto:revhelenkirk@sky.com) by the same date.

It is essential that every section of the application form is completed. Please read the job  
description and person specification carefully as these form the basis of our shortlisting  
process.

Shortlisted candidates will be notified as soon as possible after the closing date and will be  
called to an interview on Tuesday 18<sup>th</sup> July. We will do our best to write to applicants who  
are not shortlisted, but if the response to the advertisement is substantial this may not be  
possible. In this case if you do not receive an invitation within three weeks of the closing  
date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.  
Further information about us can be found on our website.

Yours sincerely

Peter Green  
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# Alesbury Methodist Church and Centre

## Job Description

**Job Title:** Family & Youth Worker

**Location:** Aylesbury Methodist Church & Centre (AMC) in the Vale of Aylesbury Circuit

**Responsible to:** Rev. Helen Kirk, Superintendent Minister with pastoral charge of AMC

### **Purpose and Objective:**

To help increase within the life and leadership of the church and communities we serve, the engagement, involvement, spiritual and 'whole person development' of the growing number of families with children of varying ages and with young adults who are attracted to AMC.

### **Main Responsibilities**

Working in partnership with the minister, leaders and wider church membership:

1. To find ways of engaging with children, young people, young adults and families to increase their sense of belonging and interest in the worship, activities and calling of the church.
2. To develop the spiritual and 'whole person' growth of our children and young people.
3. To identify and introduce activities which will attract existing and new children and younger people.
4. To increase our follow-up contact with baptismal families.
5. To enable children and young people to be involved in and contribute to the full life and leadership of the church.
6. To be actively involved in agreed church activities such as Messy Church.
7. To work with the Minister and Safeguarding Officer to ensure compliance with our Safeguarding Policy and the creation of safe space for all.
8. To recruit, support and encourage volunteer leaders.
9. To undertake any other related duties agreed with the minister to be within your capabilities and level of responsibilities, to meet the needs of the church.

### **Other Responsibilities**

1. To manage an agreed budget to enable the ministry to grow.
2. To evaluate, review and where needed, change or adapt activities undertaken.
3. To attend church meetings as required.
4. To attend suitable training courses.
5. To produce written reports as needed on aspects of the work done.

### **Management**

The Family & Youth Worker will have a line manager (Rev. Helen Kirk) whose responsibilities will be to:

1. Become familiar with the work of the Lay Employee.
2. Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
3. Determine priorities for the work.
4. Prepare a personal development plan with the Lay Employee.
5. Ensure good communications between all the 'stakeholders' (groups and networks) involved.
6. Monitor and evaluate progress with the Lay Employee on a regular (at least monthly) basis.
7. Act as a "sounding board" to the Lay Employee.

The Family & Youth Worker will also have a support team providing pastoral care and a special aim of ensuring a good work-life balance.



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### Terms and conditions:

Terms of appointment:	Initially, a full time three-year term until 31 August 2020
Remuneration:	£20 - £24,000 dependent upon experience and qualifications
Hours of work:	35 hours per week, including some evening and weekend work
Expenses:	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement:	28 days' statutory annual leave entitlement per year.
Criminal record clearance:	Appointment will be subject to a satisfactory enhanced DBS check
References:	Appointment will be subject to satisfactory references
Probationary period:	Appointment will be subject to the satisfactory completion of a three-month probationary period.



## Aylesbury Methodist Church and Centre

### Person Specification

J

**Job Title:** Family & Youth Worker

**For:** Aylesbury Methodist Church & Centre in the Vale of Aylesbury Circuit & Northampton District

**Method of Assessment:** A – Application Form I – Interview W – Written Exercise P – Presentation  
G – Group exercise Q – Proof of qualification (certificates or transcripts) R – References D –  
Demonstration

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Nationally recognised qualification in Children's, Youth or Community work or equivalent experience evidenced for the role		Q
		A recognised Biblical, theological or practical mission qualification.	Q
Proven Ability	Significant proven ability in children's, youth or community work in a paid or voluntary capacity		A/I/R
	Undertaking and enabling consultation and participation of children and young people and the support of their parents		A/I /R
	Organising and leading children and youth events		A/I/R
	Networking and establishing working relationships with all ages		A/I/R
	Working with children, young people and families from a diverse range of backgrounds and needs		A/I/R
Special knowledge & Skills	Knowledge of good practice in children and youth ministry		A/I
	Knowledge of Safeguarding and child protection procedures		A/I
	An awareness of the needs and issues affecting people today, of children and youth issues.		A/I
	Knowledge and understanding of inclusive work with children and young people, including special needs.		A/I



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Special qualities or aptitudes	A committed Christian who is active in their own church		A/I/R
	Ability to work on their own and as part of a team		A/I/R
	Ability to manage themselves and their time effectively		A/I/R
	Ability to establish positive and productive relationships with children, young people and adults		A/I/R
	Ability to recognise and develop the gifts of others and foster an environment of participation, in particular, of children and young people		A/I/R
	Computer skills to input and retrieve information and communicate with others	Able to use social media as one of their communication tools	A/I
	Ability to communicate orally with a range of different audiences (children, young people, professionals, church members etc.)		A/I/R
Any other requirements	This post holds a genuine occupational requirement for the post holder to be a Christian	Able to lead worship	A/I/R
	Satisfactory criminal record clearance - Enhanced Disclosure & Barring Service (DBS)		DBS certificate



# Aylesbury Methodist Church and Centre

## Family & Youth Worker – Project Plan

### Why we need the appointment

1. To respond to the growing number of families with children who are attracted to AMC
2. To facilitate a greater involvement of younger adults into the life and leadership of the church
3. To develop greater spiritual and ‘whole person’ development of children and young people
4. To introduce new activities that engage younger people creatively in aspects of faith
5. To be involved in planning and leading Messy Church
6. To generate, support and train young leaders

### Success indicators

1. There is an agreed strategy to develop our children and young people spiritually and socially, beyond the present practice.
2. More young people and young adults seek church membership.
3. More people of all ages seek active involvement in the worship, life and leadership of the church and the communities it serves.
4. There are new activities for the target groups and baptismal parties that are well supported.
5. The Family & Youth Worker is actively involved in planning and running Messy Church.
6. There is evidence of the training and support of volunteers in youth and family-related roles.

### Our Objectives

1. To anticipate, identify and deliver agreed new activities and strategies to satisfy the unmet needs of children, young people and families within the life and mission of the church
2. To facilitate the spiritual growth of young people and young adults
3. To encourage and enable young people and young adults to be actively involved in the worship, mission and leadership of the church
4. To maintain and nurture links with baptismal families
5. To be actively involved in Messy Church
6. To support, encourage and train volunteers as needed
7. To become involved, later in the project, in other initiatives agreed with the minister and in line with the skills, interests and needs of the Family & Youth Worker and the needs of the church

### Planned activities to meet these objectives will include:

- 1.1 To meet and survey existing singles, couples and families about their social and spiritual needs
- 1.2 To agree a strategy approved by the Church Council, which will help to meet these needs
- 1.3 To devise and implement new initiatives within this strategy
- 2.1 To supplement the existing work in developing the spiritual life of young people and young adults with agreed new initiatives
- 2.2 To encourage attendance at suitable youth events and weekends
- 3.1 To seek and identify opportunities to serve for younger members of the congregation
- 3.2 To provide or obtain help and guidance for younger people in any new roles
- 4.1 To work with the Baptismal Secretary to contact and invite Baptismal families to certain services and events.
- 4.2 To devise an annual programme and effective process for encouraging continued contact with Baptismal families and their friends



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4.3 To maintain contact up to and including invitations to activities such as Sunbeams, J Team, Brigades, Youth Choir and any new initiatives for children and young people.

5.1 To become actively involved in Messy Church

5.2 To be able to lead Messy Church in the absence of the minister

5.3 To help Messy Church to grow

6.1 To help train and develop volunteers working in youth and related organisations

6.2 To receive positive feedback from volunteers in terms of the help and encouragement given and their feelings of personal worth

7.1 After the first year, to identify with the minister, support team and church leaders, any other areas within the role that could be targeted and developed within the Family & Youth Worker's working week

### **We will monitor progress in these activities by:**

1.1 A survey of the target group being produced, analysed and discussed with the Leadership Team within the first year.

1.2 A strategy being developed with the Leadership Team based on the survey and presented for approval to the October 2018 Church Council.

1.3 New initiatives within this strategy being planned and implemented within years 1 and 2 (September 2017 – August 2019)

2.1 Recording attendance by younger people at faith-related events, both within AMC and externally

2.2 Recording the number of young people and young adults becoming church members

3.1 Maintaining a diary of the involvement of younger people in the worship, activities and leadership of the church, charities and community

4.1 Regular reports to the Leadership Team on the responses of baptismal families to invitations

4.2 Recording involvement of baptismal families in youth activities

5.1 Observing regular attendance and input to Messy Church

5.2 Obtaining written and informal feedback from attendees on sample Messy Church leadership tasks undertaken

5.3 Recording attendance numbers at Messy Church

6.1 Records being kept by the Family & Youth Worker of any formal and informal training sessions of volunteers

6.2 Asking volunteers to complete a simple one-page quantitative and qualitative feedback form on the effectiveness and value of the training sessions

7.1 Any new initiatives being agreed and reviewed with the minister and at Leadership Team meetings

### **We will assess the overall value of the project by means of:**

An evaluation report for the Church Council that will include:

- The aims of the project
- The specific objectives agreed
- The monitoring methods
- The conclusions



## Aylesbury Methodist Church and Centre

# Family & Youth Worker - £20,000- £24,000

**The Opportunity:** The aim of this three-year funded full-time post is to creatively increase the engagement, involvement, spiritual and 'whole person development' of children, young people and young adults within the life and mission of our church and the communities we serve. After getting to know people you will suggest development strategies to the minister and her Leadership Team and help to implement agreed plans.

**About You:** You will have a nationally recognised qualification in Children's, Youth or Community work or strong evidence of relevant experience. You will relish the opportunity to help enhance people's self-worth, Christian faith and ability to meet life's challenges. You will enjoy organising and leading children's and young people's events within a supportive environment and relate well to people of all ages, beliefs and origins. Social media skills will be helpful.

**About us:** We are a multi-racial, inclusive, town centre church and community centre with growing numbers in our Junior Church, Brigades, Youth Choir, Messy Church and German Youth Exchange. Our mission is to help people find the love of Jesus Christ.

**The rewards:** Apart from the chance to grow your own faith, confidence, initiative and skills, the salary of £20,000-£24,000 will depend on your qualifications and experience. We expect you to work a 35-hour week, including some evening and weekend work. Due to the nature of the role, there is a need for you to attend most of our Sunday morning services. There are 28 days' annual leave, reimbursement of agreed expenses and a small pastoral support team to help ensure you have a good work-life balance.

**How to apply:** Download an application form from the Home page of our website ([www.aylesburymethodists.org.uk](http://www.aylesburymethodists.org.uk)) where you can also find the full job description, person profile and project plan. Please send your completed application by email to [revhelenkirk@sky.com](mailto:revhelenkirk@sky.com) or by post to Rev. Helen Kirk, Aylesbury Methodist Church, Buckingham Street, Aylesbury HP20 2NQ.

**The schedule:** Interviews will be held on Tuesday 18th July and the appointment is from 4<sup>th</sup> September 2017 after enhanced DBS and reference checks. The closing date for applications is Friday 7<sup>th</sup> July.



## Aylesbury Methodist Church and Centre

### *Who are we?*



We are an inclusive town centre church, seeking to be a channel for God's love for all people, irrespective of their creed, race, ethnic origin, skin colour, nationality, age, disability, gender, sexual orientation or marital status.

From recent reflections on who we are and what we are about we believe that:

- We are welcoming, multi-racial, friendly and fun-loving.
- We are motivated by a desire to serve God by serving others.
- We believe in a loving, forgiving God and the value of every life.
- We respect each other's differing views and those of other faiths.
- We take steps of faith into the unknown.
- We show our faith in deeds as well as words.
- We share our faith of unchanging love in a changing world.
- We give thanks for our past, make the most of our present and plan for the future.

In summary ... this is a living church, which through worship, love, rest and peace feeds the soul.