

CHILDREN'S MINISTRY ASSISTANT

AUTUMN 2024

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal Church in the centre of Edinburgh with a congregation of around 1,000. At our heart we believe that we are called to be **whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.**

This is an exciting opportunity to be part of Ps & Gs staff team and children's ministry. We are looking to employ a part-time Children's Ministry Assistant to work alongside the Director of Children's Ministry to creatively deliver programmes to 0-11 year olds.

Is that you? If so, we'd love you to read on and prayerfully consider if God might be calling you to Ps & Gs.

Welcome and thank you

Thank you for expressing interest in the Children's Ministry Assistant role at Ps & Gs. I hope you find the following information helpful in telling you a bit more about the church and the job. If I can help in any way, do please get in touch with me in the church office.

Please be assured of our prayers as you seek whether God is calling you in to this role. We can't wait to find out who is going to be joining us at this exciting time in the life of the church.

Thanks again for your interest.

Yours warmly,



Dave Richards | Rector



About Ps & Gs Children's Ministry

Children's Ministry at Ps & Gs has grown exponentially in the last five years. We have seen increasing numbers of families join the church because of the provision for children, we have developed extensive volunteer teams and the programmes beyond Sunday have grown and flourished. We are always looking for new and exciting ways to help our children grow as whole life disciples.

We currently have eight Sunday groups which come into contact with around 90 children each week. Outwith Sundays, we have a weekly Babies and Toddlers (B's & T's) group, monthly social events (Bounce and Energise), seasonal events, discipleship courses for Upper Primary aged children, courses and groups for parents and carers, regular team training and socials, and a Baby Bank which helps support new and expectant parents.

We want to continue to see God work in the lives of our children and their families, and continue to build on what he is already doing. To help with that, we are recruiting a Children's Ministry Assistant - this post is part-time and could be term-time only.

You can find out more about the different activities for Children on our website: www.psandgs.org.uk/children



Who we are

Built in 1818 and refurbished in 2008, the church building stands in a strategic location in the heart of Edinburgh's stunning New Town. We have three Sunday services, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us.

We are at an exciting time in the life of Ps & Gs. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course both in person and online. Our Saturday Meal reaches out to the homeless and vulnerable in our community by providing a free meal every weekend. Our Counselling Service is responding to the ongoing challenges people are facing with emotional wellbeing. Our Children's Ministry is growing, and engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youthwork is growing and developing too.

We are a gathered church, and so encourage people to become whole life disciples through local Connect Groups. We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly praying for the work, serving as part of a volunteer team, and by giving financially to keep making church happen. We are hugely thankful for the generosity of our congregation.

STRATEGY

In 2022 we developed a two year 'Plans & Priorities' strategy which will run until the end of 2024. It's areas of focus are as follows:

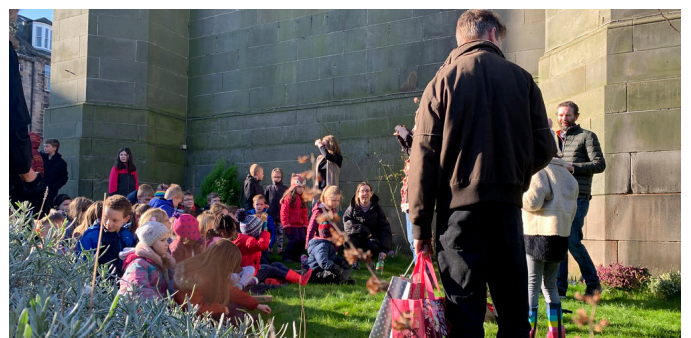
Growing & Deepening; in discipleship, community, sharing our faith, in strategic partnerships, developing out ministry areas, and in supporting wider ministry and mission in the UK & overseas.

Exploring and planning; church planting and increasing our social outreach ministries.

Loving and serving with impact; caring for refugees and New Scots, being able to respond quickly to local needs in partnership with other organisations.

A summary of our strategy is on our website:

www.psandgs.org.uk/strategy



About the Role

Under the leadership and direction of the Director of Children's Ministry you will help with the implementation of the strategy for our Children's Ministry with a focus on the following areas.

Practical delivery of children's ministry:

- Involved in running our Sunday Groups at the 10.00 am service.
- Involved in running our Babies and Toddlers (B's & T's) groups on a Thursday.
- Occasionally help with other activities such as Bounce, Energise and seasonal events.

Volunteer recruitment and organising:

- Recruiting and inspiring volunteers for various teams.
- Scheduling the rota for Sunday groups and B's & T's.
- Ensuring teams have key information to run programmes effectively and safely. (Fire Safety, Risk Assessments, Safeguarding Policies etc.)

Resources and Administration:

- Planning, organising and resourcing Sunday groups.
- Ensuring Safeguarding and Health and Safety policies are adhered to.
- Awareness of the Children's Ministry budget and operating costs.

Baby Bank Support:

- Ordering Resources and creating packs.
- Sourcing additional/pre-loved items (buggies, cots etc.)
- Liaising and building relationships with clients and health professionals.

Other:

- You will be a key member of the staff team, which will include some involvement in church-wide activities and special events such as Easter and Christmas.

Who you'll work with

You will have a broad variety of key relationships:

- You will be line managed by the Director of Children's Ministry, Rachel Cooney
- You'll work closely with the Ministry team and Clergy.
- You'll inspire, envision and support Children's Ministry volunteers.

A full staff organisation chart can be found on page 5.

Who you are

Essential. You will:

- Be a committed evangelical Christian who has a mature faith, and a strong understanding of the foundations of Christian faith and its outworking in children's lives.
- Be committed to the vision, values and overall strategy and direction of Ps & Gs Church.
- Be passionate about children developing their relationship with Jesus and have thought through children's role and involvement in a church community.
- Have the ability to communicate and relate to children; and be able to plan creative, age appropriate and engaging activities.
- Have strong inter-personal skills, humility and self-awareness.
- Thrive in being in a supporting role.
- Be teachable, open to the renewing work of the Holy Spirit and happy to work within the authority structures of the Scottish Episcopal Church.
- Have experience in working with children in either a Christian or secular environment.

Desirable. You will:

- Have previous experience of working with volunteers and the ability to encourage, support and motivate teams.
- Have previous experience in administration and forward-planning.
- Have some knowledge of children's ministry current thinking and resources.

What it's like to work here

Ps & Gs is a lively, active and vibrant church - there is always ministry activity going on. We are a collaborative team who support each other in work and friendship.

We encourage creativity and are open to taking risks. It is a fun and sociable workplace - laughter is often heard and we do not take ourselves too seriously. Although we are involved in spiritually significant and serious work, we believe it should be done with joy, cheerfulness, good humour and generosity.

We have regular team meetings to ensure good communication and opportunities for fellowship, learning and growth. It's a cliché, but you will find that no two days are the same at Ps & Gs!



Benefits

1. The salary for this role is £24,000 (pro rata £14,400)
2. You will be enrolled in a direct contribution pension scheme (usually NEST however other arrangements can be negotiated).
3. You will be entitled to five working weeks holiday per year, plus five designated public holidays, plus five public holiday days allocated pro rata. Based on this role being 21 hours (3 days) per week, you would be entitled to 23 days per year (15 + 5 + 3).
4. As part of the leave allowance shown above you can take up to five Sundays off per year.
5. You are entitled to six prayer and study days per year.

Next steps: how to apply

To apply, please complete an application form (available at www.psandgs.org.uk/jobs) and return alongside your CV to David Shanks (david@psandgs.org.uk) by the closing deadline shown below.

Key Dates

- The application closing date for this post is at 12 noon on Tuesday 4 June 2024.
- Initial first round interviews will take place in the middle of June in person at Ps & Gs Church.



Key Information

1. There is an occupational requirement for the post-holder to be a practising Christian.
2. The start date is August 2024.
3. The role is fixed-term for one year with scope for it to become permanent.
4. There is a mutually-reviewable probationary period of three months.
5. The notice period is one month.
6. The role is 21 hours per week. Some working hours are flexible but will have to include Sunday mornings and Thursdays.
7. The role reports to the Director of Children's Ministry.
8. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record through Disclosure Scotland. If you are invited to interview, you will receive more information about this.
9. You must already have the right to live and work in the UK.
10. You will be based at the offices and buildings at Broughton Street and York Place on your normal working days.
11. Diversity – The Ps & Gs Vestry believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.
12. We would consider applications from someone looking to work a term-time contract, please make this clear on your application form.



Our structure

Vestry

The Vestry operate as non-executive trustees and hold the responsibility for finance, property, safeguarding and the overall strategic direction of the church.

The Vestry is made up of elected members of the congregation, clergy and Operations Director (ex officio), and is chaired by the Rector.

Staff and Volunteers

The staff are responsible for enabling the day-to-day operational ministry of the church.

The church has a strong volunteer base of over 400 who play an active role in enabling our various areas of ministry – a number of which are volunteer led.

See the team: www.psandgs.org.uk/staff

