

JOB DESCRIPTION

CHILDREN & FAMILIES PASTOR

FULL TIME (37.5 HOURS) OR PART-TIME BY NEGOTIATION

SALARY: £28,000–£30,000 DEPENDING ON EXPERIENCE

ABOUT HOLY TRINITY

Holy Trinity is an evangelical Anglican, word-and-spirit church with a simple but bold vision:

To be a deep well of God's healing for Southwell and beyond.

Southwell is a small town with a strong sense of community, a significant number of children and families, and four local schools with whom we have good relationships. There is real opportunity here to build long-term, relational ministry with children and families and to help shape a genuinely multi-generational church.

We are entering a new season with a refreshed staff team, including a parish administrator & communications lead and a youth outreach pastor. The children & families pastor will play a central role in this next chapter.

ROLE PURPOSE

To lead, grow, and develop holy trinity's ministry to children (0-11) and their families - helping them encounter Jesus, grow in faith, and become part of the worshipping life of the church. This includes strengthening existing ministries, pioneering new initiatives, building a strong volunteer team, and helping shape worship and community life so that children and families are disciplined well.

KEY RESPONSIBILITIES

1. Worship, Sundays & discipleship

- Lead Sunday children's group (currently pre-school)
- Develop and oversee new Sunday kid's groups (older ages).
- Shape the 10:30am service with the vicar so it increasingly welcomes and engages children and families.
- Contribute to all-age worship (e.g. Action songs, creative prayer, child-friendly elements).
- Encourage children's participation in gathered worship (prayers, readings, music, serving).

2. Midweek groups, families & outreach

Oversee key groups such as:

- Trinity Toddler Group
- Kids & Families Funtime
- Any new midweek groups that emerge
- Ensure groups are safe, welcoming, well-resourced and clearly missional.
- Offer pastoral support to families connected to these ministries.
- Support parents who are exploring faith and help families take clear next steps in discipleship and belonging.

3. Schools ministry

- Strengthen and expand partnerships with Holy Trinity Infants and Lowe's Wong Infants & Primary, Minister Junior School.
- Coordinate and deliver collective worship, seasonal services and other appropriate school-church connections.
- Build positive relationships with staff, pupils and families, creating natural bridges into church life.

4. Prayer & spiritual formation

- Lead and attend the weekly children & youth prayer meeting.
- Develop creative ways for children to learn and practise prayer.
- Encourage a culture of prayer among children, families and the wider church.

5. Volunteer leadership, safeguarding & organisation

- Recruit, train and support a growing volunteer team for children's and families' ministry.
- Provide clear vision, encouragement and practical support to volunteers.
- Ensure all safeguarding and safer recruitment processes are followed, working closely with the parish safeguarding officer.
- Maintain a GDPR-compliant database of children and families (churchsuite), organise rotas and resources, and keep children's spaces safe, ordered and welcoming.
- Participate in staff meetings and regular 1-2-1s with the vicar.

6. Pioneering & new initiatives

This role includes space to pray, imagine and build. Potential developments include

- New groups for older primary aged children
- Exploring faith courses for children and families
- Easter holiday club and Christmas outreach
- A new all-age service

PERSON SPECIFICATION

Essential

- A vibrant, mature Christian faith that inspires children and families.
- Passion for evangelism and discipleship among children and parents.
- Experience working with children and families in a church and community setting.
- Ability to lead, train and encourage volunteers.
- Strong communication skills with both children and adults.
- Creative, energetic, proactive and able to take initiative.
- Able to work collaboratively as part of a staff team.
- Understanding of safeguarding and willingness to develop expertise.
- Ability to work flexibly, including Sundays and some evenings.
- In sympathy with the aims, values and worshipping life of Holy Trinity and the Church of England.

Desirable

- Relevant qualification in theology, children's ministry or education.
- Experience using Churchsuite or similar systems.
- Experience using Canva or similar creative comms programmes.
- Experience developing new ministries or pioneering outreach.
- Ability to lead worship or contribute musically.

TERMS OF EMPLOYMENT

Hours: 37.5 hours or part-time by negotiation

Salary: £28,000-£30,000 depending on experience

Contract: Permanent with funding until 2028 plus a further two years

Probation: 4 months

DBS: Enhanced DBS required

Line manager: Vicar

Pension: 8% employer contribution

Holiday: 25 days + 5 concessionary days + bank holidays