Job Description:	**Children and Families Ministry Leader and Designated Safeguarding Lead**
Position:	Part Time - 30 hours a week, including Sundays and some evenings.
Salary:	£29,986 - £32,401 (Full Time Equivalent) depending on experience
Reporting to:	Senior Minister
Direct reports:	Around 50 Volunteers
Locations:	Maybridge Community Church, 77 The Strand, Worthing, BN12 6DR Maybridge Keystone Club, Raleigh Way, Worthing, BN12 6JD

Occupational Requirement

- The post-holder must be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010.
- Must have the right to work in the UK.

Overall Purpose

The Children and Families Ministry Leader will lead and develop the ministry of Maybridge Community Church amongst children (0–11s) and their families, enabling them to find and follow Jesus in the context of 21st-century life. The postholder will provide spiritual, pastoral, operational, and safeguarding leadership across all aspects of children's ministry and will contribute to the wider mission and ministry of the church.

The Designated Safeguarding Lead will ensure the church provides a safe, welcoming environment by leading the development, implementation, and oversight of robust safeguarding policies that protect children, young people, and vulnerable adults from harm.

Main Duties and Responsibilities

Communication and Relationships

- Represent the needs and perspectives of children and families within the life and leadership of the church.
- Communicate effectively with children, parents, carers, volunteers, church leaders, schools, and external organisations.
- *Provide and receive complex, sensitive, or contentious information where persuasive, motivational, empathic, reassuring, or negotiating skills are required.*
- Develop and maintain positive working relationships with families, volunteers, schools, pre-schools, and community partners.
- *Provide pastoral support to children, families, and volunteers, including responding appropriately to emotional, sensitive, or distressing situations.*
- Support and encourage parents and carers in the spiritual development of children.
- Act as a source of guidance and support for ministry volunteers and young leaders.
- Work collaboratively with other ministry leaders, including the Youth Ministry Leader and Worship Leader, to support integrated church ministry.

Knowledge, Training and Experience

- *Demonstrate substantial experience in children's and/or families' ministry within a church or community setting.*
- *Possess a strong understanding of biblical teaching, Christian discipleship, and faith development in children.*
- *Demonstrate the ability to prepare and deliver theology-based teaching, presentations, prayer activities, and discipleship materials appropriate for children and families.*
- Possess knowledge of safeguarding legislation, statutory guidance, and best practice relating to children and vulnerable adults.
- *Understand a range of work procedures and ministry practices, many of which are non-routine and require theoretical and practical knowledge.*
- Demonstrate experience in volunteer leadership, mentoring, training, and team development.
- Undertake ongoing professional, theological, and safeguarding development relevant to the role.

Planning and Organisational Skills

- *Plan, organise, and oversee a broad range of ongoing ministry activities, events, and programmes for children and families.*
- *Lead and coordinate Sunday and midweek programmes, including holiday clubs, outreach events, all-age services, and seasonal activities.*
- *Formulate, monitor, review, and adapt ministry plans in response to changing needs and priorities.*
- *Analyse a range of options and make judgements regarding ministry delivery, volunteer deployment, safeguarding responses, and resource use.*
- *Develop annual ministry plans, teaching programmes, rotas, and resource schedules.*
- Ensure appropriate risk assessments, safeguarding arrangements, and operational procedures are in place for all activities.
- Maintain effective administration systems, including attendance monitoring, communication systems, and volunteer coordination.
- Coordinate safeguarding systems including training, reporting and safer recruitment processes.

Responsibilities for Policy and Ministry Development Implementation

- *Lead the implementation and ongoing development of children's and families' ministry strategy in line with the vision and values of the church.*
- *Serve as Designated Safeguarding Lead (DSL), ensuring safeguarding policies are implemented, reviewed and updated.*
- *Propose policy developments impacting wider church practice, particularly in safeguarding*
- *Ensure safeguarding, pastoral and discipleship ministries align with statutory requirements and church governance.*
- Ensure ministry activities comply with safeguarding, health and safety, GDPR, and church governance requirements.
- Promote and maintain a culture of safety, inclusion, discipleship, and spiritual growth.
- *Work with church leadership to evaluate ministry effectiveness and identify opportunities for development and growth.*
- Support the development of all-age ministry and intergenerational church life.

Responsibilities for Financial and Physical Resources

- *Hold delegated responsibility for the children's and families' ministry budget and the safeguarding budget.*
- *Contribute to budget setting, financial planning, and monitoring for the Children and Families ministry and safeguarding.*
- Authorise and oversee expenditure within agreed budgetary limits and church financial procedures.
- *Responsible for the procurement, maintenance, and safe use of ministry equipment, toys, teaching resources, and supplies.*
- *Oversee procurement of resources relevant to safeguarding compliance.*
- Ensure ministry spaces and resources are safe, appropriate, and well maintained.

Responsibilities for Human Resources

- Recruit, train, support, and coordinate volunteers involved in children's and families' ministry.
- Develop leadership pathways for young leaders and ministry volunteers.
- *Provide teaching, mentoring, and discipleship support as a major responsibility of the role.*
- Organise and contribute to safeguarding and ministry training for volunteers and staff.
- Provide regular support, encouragement, supervision, and pastoral care for volunteers.
- Contribute to succession planning and leadership development within the ministry.

Responsibilities for Information Resources

- Lead the safeguarding team, ensuring effective case management and accountability.
- Maintain accurate ministry and safeguarding records in accordance with GDPR and safeguarding requirements.
- Coordinate safer recruitment processes for staff and volunteers.
- *Responsible for the input, maintenance, confidentiality, and safe handling of children's ministry and safeguarding databases and records.*
- Ensure appropriate recording and reporting of safeguarding concerns, accidents, incidents, and attendance information.
- *Use church communication systems and digital platforms appropriately and effectively.*

Other

- Pray regularly for children, families, schools, volunteers, and the wider ministry.
- *Share the Christian faith naturally and appropriately with children and families.*
- *Teach regularly within children's ministry settings and occasionally contribute to wider church services.*
- *Lead prayer, Bible teaching, and discipleship activities suitable for children and families.*
- Model Christian discipleship, servant leadership, and active participation in the life of the church.
- Occasionally work evenings, weekends, and additional hours for events and ministry activities.
- Participate fully in the worshipping and community life of Maybridge Community Church.

Person Specification A=Application, I=Interview	**Essential**	**Desirable**
Knowledge, Training and Experience		
A minimum of three years' recent experience, in either a paid or voluntary capacity, in children's and/or families' ministry.	A	
A minimum of three years' recent experience, in either a paid or voluntary capacity, in adult and/or children's safeguarding.	A	
Proven ability to plan, lead, and deliver programmes for children and families.	A	
Proven ability to plan, lead, and deliver adult and children safeguarding training programmes	A	
Strong relational and pastoral skills: able to speak with confidence and listen with empathy.	A	
Experience of sharing the good news of Jesus with children and families.	A	
Demonstrated ability to recruit, lead, and equip volunteer teams.	A	
Good organisational, administrative, and time management skills.	A	
Knowledge and experience of safeguarding practice and legislation relating to children.	I	
Able to work both collaboratively and independently.	I	
Experience in delivering parenting courses		A
Experience in training or mentoring young leaders.	A/I	
Analytical and Judgemental Skills		
Ability to make sound judgements when dealing with children, parents or carers, especially in handling confidential and sensitive information.	I	
Occasional requirement for prolonged concentration when preparing teaching materials, safeguarding records, reports, and ministry plans.		I
Experience in producing reports or presenting to leadership groups.		I
Freedom to Act		
Be able to work within broad church policies, safeguarding legislation, and the vision and values of Maybridge Community Church.	I	
Expected to be able to exercise initiative, judgement, and discernment in determining how ministry objectives are implemented.	I	
Be able to make independent decisions in day-to-day ministry matters while remaining accountable to church leadership structures.	I	
Understand that significant ministry changes, safeguarding matters, financial decisions beyond agreed limits, or policy developments must be referred appropriately.		I
Other Skills		
A committed Christian with a strong and growing faith in Jesus.	A	
Able to respond to emotionally sensitive or distressing situations involving young people and families, maintaining focus and calm under pressure while ensuring appropriate pastoral systems and volunteer support are in place.	I	

Requirement to manage competing priorities.	I	
Ability to respond appropriately and sensitively in such situations.	I	
Experience in producing reports or presenting to leadership groups.		I
Familiarity with using church management software (e.g. ChurchSuite).		I
Church Partner (or willing to become one).	A/I	
Able to teach and communicate biblical truth in a relevant and engaging way.	A	
Fully supports the vision and values of Maybridge Community Church.	I	
Full, clean, current driving licence.		I
Willing and able to contribute meaningfully to team prayers and devotions.	I	