



Job Description: Youth and Children's Team Coordinator (Full Time)

Grace Church Greenwich is a growing Anglican, Evangelical Church in South East London, spread across 3 campuses in Greenwich, Canada Water and Eltham, and ministering to around 50-70 children each week.

Key Tasks

- Setting an example of godly Christian living.
- Giving yourself to the ministry of the word and prayer – teaching the Bible to our youth and children, and praying for their growth in faith and godliness.
- Building relationships with parents/carers at Grace Church, envisioning and equipping them to teach and pray for their own children. This might include suggesting appropriate resources for family Bible times during the week, or helping them to revisit the truths their children are learning on Sundays.
- Coordinating a large team of volunteers, envisioning and equipping them for the ministry of the word and prayer as they join you in teaching the Bible to our youth and children. This will include "checking in" with individual leaders each week and running evening training sessions for all the leaders 2-3 times a year.
- Helping our Christian young people to reach out with the gospel of life to their own friends and peers.
- Recruiting new volunteers, working with the operations team in ensuring that all volunteers have completed the relevant checks, including references and DBS.
- Writing teaching material, or choosing appropriate published resources, so that the word of God is handled correctly, Christ is exalted, and over time the children and youth are exposed to the "whole counsel of God". This will include creating lesson plans for each Sunday to facilitate lesson preparation for our volunteers and sending these out in a timely fashion.
- Liaising closely with the church Safeguarding officer, to ensure that volunteers are aware of our policies, and that we respond correctly to any incidents or disclosures.
- Coordinating weekly 3-5 minute Children's Talks in the Sunday service, giving some of them yourself, and equipping others (often Ministry Trainees or committed congregation members) to give them.
- Helping to lead 'Bridge', a Friday evening Youth Group at St Helen's Bishopsgate in term time, which a group of our own 11-14 year-olds attend.

- Coordinating adult volunteers to help the 'Captains', a group of 11-14s who sit together in our 4pm service and discuss the sermon afterwards, to clarify things they didn't understand and to apply it to their lives.
- Playing an active part in the full range of church activities including attending Sunday services, leading a weekly Grace Group small group Bible study, attending Bible study leader training sessions, termly 'Book of the Term' discussions, twice annual Church weekends away, annual 'Sceptic's Guide' week and occasional outreach events. As a member of the staff team, you will help to ensure the smooth running of all of these events, although specific responsibilities are shared out as much as possible.
- Participating in the life of the Ministry Team (staff plus Ministry Trainees), who spend a few hours together each Tuesday for lunch, prayer, training and planning.

Depending on the candidate there may also be opportunity for

- Leading and preaching in Sunday services
- Working with Eltham College Junior School, to support the Chaplain with assemblies and lunchtime Bible Studies for 7-11 year olds. Eltham College would partly support this aspect of the post, so it would come with an increased salary.

Other

As job descriptions cannot be exhaustive, it may be necessary to take on more responsibilities to enable the growth and effectiveness of Grace Church Greenwich.

Qualifications, knowledge and skills

- Ability to teach Biblical truth to children aged from 3-18 years
- Excellent planning and organisational skills with high level of attention to detail in administration
- Awareness of Safeguarding policies and procedures
- Literacy and clear communication in spoken and written English
- Computer literacy such that you are able to use email, MS Teams, Google Calendar, Microsoft Word, and ChurchSuite (our online Church management software)
- Ability to give clear instructions, and to instruct and supervise others
- Personal knowledge of and obedience to the Christian gospel

Key behaviours required for success in the job

- Concern for the spiritual welfare of children and young people

- Ability to maintain a consistent discipline of prayer and learning from God's word
- Self-motivation and ability to work unsupervised as well as part of a team
- Honesty and integrity
- Servant-hearted attitude in line with scripture, sensitive to others' needs
- Patience and courtesy with the Church Family and the general public, especially if contacted occasionally outside normal working hours

Package

- The salary is £28k to £43.5k depending on experience and seniority
- This is a full-time position, with 30 days of annual leave
- You are welcome to take part in a Christian Summer camp or other missionary activity for 7-10 days in addition to your annual leave.
- If you wish to undertake further training on the Cornhill Training Course, then you would be granted unpaid leave to do so - we would simply reduce your salary pro-rata during term time. In addition, Grace Church would pay your course fees (as we do for our Ministry Trainees).
- If you have already completed Cornhill or equivalent training, then we would encourage you to attend a ministers' conference once a year, for which we may be able to pay the costs (by agreement with the Senior Pastors).

Key Contacts

- Rev. Dr. Andrew Latimer and Rev. Dr. Andrew Sach (Senior Pastors)
- Ms Michaela May (Operations Manager)

Apply

- Write to Michaela.May@greenwich.church by Tuesday, 27th of June with a CV, covering letter, and the names of two referees, one of whom should be your current Vicar/Pastor
- Interviews will take place on Monday, 3rd of July.