



Children, Youth and Families Minister Job Description & Person Specification

Job Title	Children, Youth and Families (CYF) Minister
Salary and hours	£27,500 - £30,000, depending on qualifications and experience plus 5% pension contribution and payment of valid expenses. Part-time post. 22.5 hours per week. Flexible hours including Sunday mornings and potentially some evenings with at least a clear 48 hours off each week.
Annual Leave	Equivalent of 7 weeks (including Bank Holidays)
Special conditions	Initial fixed term of two years with potential for extension dependant on funding available The post is subject to an enhanced DBS check
Reporting to	Incumbent (Churchwarden during Vacancy)
Reporting to job holder	Committed Team of Volunteers
Assisted by	Wellbeing Chaplain / Staff Team / Volunteers
Work Base	Home / Parish
Proposed start date	September 2025

Overall Purpose of Post: In regard to children, youth and families of Tidenham Parish to -

- encourage and facilitate their faith development so they might journey from being attendees at activities/events to disciples living personal faith in Jesus Christ, within the life of the church – i.e. **Discipleship**
- demonstrate and communicate the transforming message of Jesus Christ relevantly, authentically and creatively – i.e. **Evangelism**
- come alongside them in a variety of contexts, to listen, discern and support their wellbeing as well as their engagement with church and community – i.e. - **Wellbeing**
- discern and develop God given opportunities for community ministry – i.e. **Worship**
- grow, lead, equip and enable a team of volunteers to deliver CYF ministry within the church and community and nurture one's own and their calling – i.e. **Vocation**
- promote the Parish Vision '*Living Life Together in the Flow of God's Love.*' – i.e. **Vision**

Context of the role

The Parish of Tidenham is in England, on the Welsh border between the Rivers Severn and Wye and essentially serves as a suburb of Chepstow. It is part of the Forest South Deanery, in the most South Westerly corner of Gloucester Diocese.

The Parish itself could be said to be a 'community of communities' as each village has its own identity and life, ranging from the rural and farming community of Tidenham Chase, to Sedbury with its 1,200-pupil secondary school, to the Army Barracks in Beachley by the Severn Crossing which houses the 1 Rifles. There are 4 schools in the Parish (a C of E Primary, a Primary Academy, an Independent School 0-13 yrs and a secondary school with 6th form). There are many voluntary and community groups and several community meeting spaces.

Tidenham Parish is an eclectic C of E parish (population approx. 6,000) with 161 on the church electoral roll and churchmanship ranges from evangelical and charismatic, to more traditional, mildly catholic and liberal! There are three church buildings, offering services ranging from traditional Eucharistic worship and BCP to informal contemporary worship. Sunday church attendance across the Parish averages 100. The Parish has one PCC.

Our motto as a Parish is, 'where the river flows everything will live' (Ezekiel 47:9), which is a verse that speaks very much to our geography. Our Vision is '**Living Life Together in the Flow of God's Love**' (see attachment) and connects well to the Gloucester Diocesan LIFE vision. As the mission document suggests the Parish has a strong emphasis on doing **relationship** well: **Transforming Worship, Authentic Discipleship, Building Up Capacity, Loving Community and Engaging Mission**. This works itself out with a strong emphasis on lay ministry, pastoral care, wellbeing and engagement in and with the community.

In addition to the PCC the Parish Staff team currently comprises the Vicar – (currently in Vacancy), an Associate Priest, an Ordained Local Minister, 2 Readers, a Licensed Funeral Minister, an Administration Assistant and a Children, Youth & Families (CYF) Minister. There are also five PTOs, three volunteer Pastoral Assistants and many, many other volunteers.

The PCC is committed to the ongoing professional, ministerial and spiritual development of the CYF Minister who would be expected to attend to and invest in their own personal relationship with God. There are a number and variety of small Parish Life / House groups to join, where you will find personal support and encouragement and an opportunity to deepen your own faith. A small team meet regularly on a Monday morning to specifically pray for CYFM, you and any particular challenges. The PCC encourages the CYFM to arrange for volunteers to cover Sunday morning activities at least once per term so that you are able to engage in Sunday worship.

An ongoing programme of training and investment will be agreed with the line manager, linking in with the Deanery and Diocese as appropriate. There is a growing network of CYF Ministers across the Diocese offering peer and professional support.

As part of the vision for the Parish we are looking for a Children, Youth and Families (CYF) Minister to be a part of the Team here in Tidenham. This role is vital for the wellbeing and wholeness of our church family, who will support you with your responsibilities.

This post carries an Occupational Requirement for the role holder to be a practising Christian under the provisions of the Equality Act 2010.

	Responsibilities and Accountabilities	Nature and Scope of Role includes
1	Lead the planning and delivery of Sunday provision for children (SPLASH) and Youth	<ul style="list-style-type: none"> • Co-ordinating provision of activities for SPLASH, Youth and Creche aged children. • Maintaining and developing relationships with families when children move through different stages/ages. • Creative imagination around the church's traditional feasts and festivals by leading events and creating resources for children and Youth. • Working encouragingly with other members of the team, volunteers, community.
2	Run the 2 Parish Toddler Groups in Tutshill and Sedbury	<ul style="list-style-type: none"> • Building positive relationships with parents, carers, children and volunteers. • Thoughtfully developing spiritual input for those involved and exploring their own faith and church engagement.
3	Help parents & carers as well as children and young people to make the connections between faith and everyday life and deepen their discipleship	<ul style="list-style-type: none"> • Paying particular attention to discipleship and preparing children and young people for taking their place in the world as resilient disciples. • Strengthening and extending links with families expressing interest in and engaging with Baptism, First Communion & Confirmation. • Assist in addressing the challenges of engaging parents / families /20-40s in the life of the church. • Listening to the everyday life experiences of families and collaboratively discerning where God is at work and how we might respond.
4	Work as part of a team	<ul style="list-style-type: none"> • Having an effective working relationship with the staff team and volunteers
5	Recruit and support volunteers for the provision of CYF Ministry	<ul style="list-style-type: none"> • Adhering to all Parish policies and procedures; working effectively with the Diocesan Safeguarding Team, Incumbent and Parish Safeguarding Officer (PSO) to ensure exemplary practice with regard to the wellbeing and safeguarding of all.

		<ul style="list-style-type: none"> • Attending required training / updates and being an advocate for Safeguarding training to volunteers. • Ensuring all volunteers are recruited safely and in line with national and Parish requirements, maintaining appropriate files and paperwork. • Ensuring that any incidents of concern are raised immediately by post holder or volunteers; reporting them via the correct channels as befits the situation. • Ensuring that any volunteers or staff working with children and vulnerable adults are supervised and supported appropriately.
6	Personal and professional development	<ul style="list-style-type: none"> • Investing in their own personal relationship with God. • Undertaking training, joining in staff activities. • Linking with the Deanery and Diocese as appropriate.
7	Oversee the engagement with young people in the church and wider community	<ul style="list-style-type: none"> • Listening to and engaging with young people and building relationships. • Providing opportunities for young people to grow in personal faith and belonging and learn to apply their faith in everyday life. • Providing opportunities to deepen faith with some life changing experiences e.g. Youth camps, residential weekends and fun activities! • Working with staff, volunteers and partners in the church, local community and the Deanery.

Generic Responsibilities

1	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
2	To ensure the highest standards of wellbeing and safeguarding practice.
3	To undertake as requested other duties as may reasonably be expected.

PARISH OF TIDENHAM CYF MINISTER
PERSON SPECIFICATION

Attributes	Essential (or expected to train/qualify to that standard as appropriate)	Desirable
General	<p>A person with very good pastoral understanding and sensitivity, able to relate warmly to parents/carers and children of all ages.</p> <p>Is a person of spiritual maturity and passionate about their Christian faith and will model it authentically.</p> <p>Has an affinity with the Parish Vision committed to prayer, worship, discipleship, community & mission... and doing relationship well.</p> <p>Has vision, energy and creativity and who has a heart for children, young people and families.</p>	Holder of a full UK driving licence.
Qualifications and Training	<p>Experienced (preferably in a professional capacity) in working with families and children and / or Youth.</p> <p>Degree in relevant subject area, or qualification by experience.</p>	Biblically / theologically skilled and passionate about discipleship and faith development.
Knowledge, skills, abilities and experience	<p>Self-motivated and willing to work alone and as part of a team.</p> <p>Organised with good eye to detail.</p> <p>Good interpersonal skills.</p> <p>Competent with technology and social media platforms.</p> <p>Able to lead a gathering in both small and large settings.</p>	Share a particular skill, such as sport, music or the arts.
Personal Qualities	<p>A real 'people-person', good at making contacts and networking.</p> <p>Efficient and reliable.</p> <p>Approachable, welcoming and friendly.</p> <p>Actively looking to develop and refine your gifts and skills.</p>	A keen sense of humour.