

# ST MARY'S

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## LONDON

Job Description

### **Children's Worker (Full-time)**

**We are looking for someone who:**

- has some experience of Children's Ministry
- is passionate about Children's Ministry and community outreach
- is well organised and flexible
- has good written and oral communication skills
- will enjoy working as part of our staff team

Applications in writing with a current CV to Kirstine Robb:  
[kirstine@stmaryslondon.com](mailto:kirstine@stmaryslondon.com)

## **Job Description**

### **Children's Worker at St Mary's**

St Mary's is a charismatic Anglican Church based in Marylebone, W1.

**Job aim:** To lead our Children's Programmes (0-11 years) and support Kirstine Robb (Community and Kids' Pastor)

**Hours:** 5 days a week, 9.30am to 5.30pm Monday to Thursday (with one hour for lunch), 9am -1pm on Sundays and half a day made up each week in a flexible way (e.g. attendance at community lunches, kids movie nights, family socials as required)

**Holidays:** 20 days paid holiday per year + 3 days at Christmas and 2 days at Easter

**Accountable to:** Kirstine Robb (Community and Kids' Pastor), Sally Watson (Director of Operations) and, as with all other staff, John Peters (Rector)

**Supported by:** The staff team

#### **Responsibilities:**

##### **Sundays**

- To develop and organise the Sunday teaching programmes, ensuring that they help all the children to grow in their relationship with Jesus in an age appropriate way.
- To set up & pack down the children's groups each week.
- To encourage and develop the volunteer team.
- To help maintain and develop relationships with the children and families who attend on Sunday mornings.
- To help plan guest services including the Family Carol Service, Easter Sunday, Mother's Day etc.
- To encourage children to join in with Kids' Worship and lead the actions.

##### **Admin**

- Adminstrating the kids' team including organising rotas and weekly team emails for Sundays.
- Keeping the Kids' Department page on the church website up to date.
- Maintaining the Kids' database.
- Registering new children on Churchsuite and communicating with families as needed.

##### **St Mary's School**

- Working alongside the school to develop the collective worship theme each term.
- Leading weekly assemblies in the school.
- Helping to continue to build good relationships with our school families and teachers.
- Liaising with the school, planning and produce prayer space activities each term.

### **Community Outreach**

- Kids' Movie Nights: to order the food and movie, book the team, create the flyers and publicise the events. On the day to help with set up & pack down, to oversee the kids upstairs and manage the team.
- Holiday club: to help plan and administrate twice a year. To co-lead the week with a team. To build relationships with the children and families who attend.
- To help organise and run occasional extra community events throughout the year.

### **General**

- Attending the staff meeting every Tuesday at 9.30am as well as other St Mary's team events, away days and key church events as required.

### **Essential Skills, knowledge and experience:**

- Previous experience working with children
- Passion for Children's Ministry
- Strong communication skills
- High level of confidentiality
- Good interpersonal skills
- Strong IT Skills
- Attention to detail

### **Occupational Requirement**

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate attends St Mary's.