

ROLE DETAILS	
Job Title:	Ministry Assistant (Kids and/or Youth) Date:
Reports to:	Head of Kids and/or Youth Pastor
Job Purpose	To support the Head of Kids and/or Youth Pastor to grow the kids & youth ministries at Chanctonbury Church. To help continue to grow Kids & Youth work on a Sunday morning, being actively involved with mid-week discipleship groups, and to serve and minister in the local schools. To grow in experience, knowledge and insight around spirit filled and led kids/youth ministry through training and development. In summary, to build to seeing the 2033 Kids and Youth Visions become reality.

Key Areas	Detail	Desired Impact
Chanctonbury Church Kids/Youth	<ul style="list-style-type: none"> To play an active role in participating in the ministry of Chanctonbury Church amongst 0-11s or 11-18's. To be an active member of the Kids/Youth Team at Chanctonbury, attending key meetings and events. To input in the building of the spiritual lives of Kids/Youth and their part of the whole family unit. To support and learn with the Head of Kids/Youth Pastor in dreaming, vision and strategy for the ministry To co-lead and plan mid-week discipleship groups to build relationships and strengthen their faith, as well as other events throughout the year. 	To become an empowered, equipped and confident Kids/Youth Leader. To grow in vision, planning and leading around spirit-filled Kids/Youth ministry.
Kids Church Growth Across Parish	<ul style="list-style-type: none"> Kids Only: To assist the Head of Kids with events aimed at children in our local community - light party, Christmas/easter cafes, holiday clubs. To assist the Head of Kids in building relationship with the 2 local Church of England primary schools through assemblies, RE lessons, prayer spaces and church-school linked events/services. Youth Only: To assist the Youth Pastor and school Chaplency team to building relationship and serve at the local high school, through assemblies, services, CU and bible studies. 	To support and grow outreach into the community, carrying our Chanctonbury vision and values. To share with others about Jesus in new and creative ways.

<p>Administration and Communication</p>	<ul style="list-style-type: none"> • To assist the Head of Kids/Youth Pastor on key administration pertaining to Chanctonbury Kids/Youth work. • To assist the Head of Kids/Youth Pastor on key communication tasks to parents or volunteers on Sundays, special events and wider church important notices. 	<p>To learn the importance of good administration to see how it builds a strong foundation for ministry.</p>
<p>Vision</p>	<ul style="list-style-type: none"> • To assist building a strong and healthy community in our Kids/Youth Ministry. • To assist and join with the Head of Kids/ Youth Pastor in growing, nurturing, partnering and releasing the Kids/Youth Ministry vision and direction. • To pray, discuss and aid in forming midweek and Sunday events for Kids/Youth, and creatively forming plans for special events • Work in partnership as Kids & Youth ministries to encourage, build and release a united vision and strategy as young people journey through the ages and stages, 0 to 18. 	<p>To explore how the day to day fits into long term goals and vision. To understand how these could be achieved in the medium and short term also. To lead the 0-18s ministries to reflect the vision, values and culture, as a vital part of the church.</p>
<p>Safeguarding</p>	<ul style="list-style-type: none"> • To uphold the Safeguarding Practices and our Church Child Protection Policy Statement. • To report any safeguarding worries or concerns to your line manager/Safeguarding Officer. • Complete the required Diocesan Safeguarding training and a DBS application 	<p>To enable and provide a safe environment for children, and to know the actions needed to ensure the safety of all involved.</p>
<p>Special Events</p>	<ul style="list-style-type: none"> • To play a key part in our all age services including Christmas and Easter services and the Kids/Youth Takeover Service. • To aid in the formation, creation and co-leading for 0-18s at Chanctonbury whole church events and conferences. • To help the Head of Kids/Youth Pastor, with key communication, planning, logistics, budgeting and nurturing of the young people in the events. • Youth Only: To help the Youth Pastor in co-leading the Youth Summer Trip to DTI in July. Aiding with Logistics, travel, planning and running this event. 	<p>To be able to adapt to new events in the Kids/Youth Ministry, learning the diversity of work for the events, stepping out of comfort and leading in one-off events.</p>
<p>Finance</p>	<ul style="list-style-type: none"> • To be responsible and accountable for holding onto receipts to complete any expenses used for Chanctonbury Church ministries. • Complete Expense forms to send to Head of Kids/Youth Pastor for confirmation. 	<p>To be equipped in knowledge of budgeting, expenses and costs for under the Kids/Youth Ministry.</p>

General	<ul style="list-style-type: none"> • To be an active member of our church as well as the staff team. • To meet regularly with your mentor for discipleship, relationship and spiritual growth. • To meet regularly with the Head of Kids/ Youth Pastor for debriefing, briefing and discussion • To take part in other aspects of church life and ministry as requested from time to time as part of the Staff Team • To join a Kingdom Family Community (KFC), as a place for discipleship and building community within the wider church family. 	
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Threading through all activities:

Develop 2033 Vision & Culture	<ul style="list-style-type: none"> • Develop and cultivate the Chanctonbury Church Vision & Values within all teams & activities: • Living to see the presence of God transform our land and the communities around us • For every person to experience the reality of God in their lives, knowing the joy, hope and freedom He brings. • Playing our part in seeing the 2033 vision come to pass. 	Each value represented and embodied within the each of the teams.
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Personal Requirements for the Role

Quality	Description
Embody the Chanctonbury Churches' Values and Vision	<ul style="list-style-type: none"> • A person who can demonstrate their commitment to and alignment with the 2033 vision. • A person who is fun, flexible and open-hearted. • A person who cultivates and demonstrates the core values and vision in their own life. • A person who is grounded in a passion for the Bible, and to teaching it to young people to enable them to encounter God.
Personal Sense of Calling	<ul style="list-style-type: none"> • A person who is passionate about the church and specifically, kids/youth ministry. • A person who loves young people and wants to release their potential by championing their spiritual and emotional growth. • A person who is passionate about raising a loving and joyful generation of young people who live the whole of their lives seeing more of the Kingdom of God break in around them.
Physical, Emotional & Spiritual Health	<ul style="list-style-type: none"> • A person who demonstrates an evident relationship with Jesus. • A person who is spiritually and emotionally mature. • A person who seeks out help from others when needed. • A person who is a good listener and communicator. • A person who sets the highest possible standards of integrity, godly character and humility.

Charlestonburg CHURCH

Strength of Character

- A person of integrity, always looking to grow and develop.
- A person confident in sharing their opinion and thoughts.
- A person always open to challenge and be challenged.
- A person who has excellent leadership skills and is a strong team player, operating well both in authority and under authority.

Signed:

Signed:

Date: / /

Date: / /