

THE PARISH ⊕ F ST LE ⊕ NARD HYTHE

Youth Pastoral Assistant Job Description

'We aim to be an ever-more welcoming, inclusive, and caring Christian community that reaches out to all, thankful to God who draws us together and gives us life in all its fullness.'

Salary: £21,840 (Living Wage) **Full Time:** 35 hours a week (including evenings & weekends) with pension, expenses, 25 days plus Bank Holidays.

Introduction and Role Purpose

The Parish of St Leonard, Hythe is seeking Youth Pastoral Assistant to join our vibrant Christian community. This role, working alongside the Vicar (Line Manager) and well-supported Youth Ministry Team, will enable all children and young people in our church community to flourish and be who God calls them to be. This role will enable and help shape our ministry with young people by journeying with them as they grow in faith; and discern and develop new initiatives to build up our youth community in line with our vision.

The post will last for 11 months, starting in September 2024 and finishing in August 2025. We want to build on our current ministry with younger generations, further developing it so that children of every age can grow in their faith and feel a valued part of the church family.

For an informal conversation about the role, please contact Revd Michael Darkins
revd.michaeldarkins@gmail.com

Key Duties

The participant would be expected to:

I. Youth Discipleship

- Help facilitate and lead the weekly youth discussion group (Tea & Theology), engaging with a small group of teenagers to help them grow in faith, deepen their prayer lives, and grow more confident in their prayers
- Plan and lead the monthly young peoples' nights, working with volunteers to facilitate evenings of fun, food, and games for the young people attending
- Participate in and support one-off youth events (e.g., away weekends, Winter Sleepout, youth pilgrimage).
- Attend Diocesan Youth events

Jesus said, 'Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.' – Matthew 19:14

2. Children's Discipleship

- Help develop, coordinate, and lead (with volunteers) a weekly Sunday morning children's church to run alongside the principle Sunday service
- Assist the team in establishing the new monthly baby and toddler stay and play group (TLC)
- Work within a team to oversee and develop the vision for the children's ministry seeking opportunities for discipleship both on Sundays and the rest of the week
- Support families in nurturing their children's faith.
- Lead and coordinate activities for all primary school ages as part of our regular school days in St Leonard's
- Assist the school's Collective Worship Lead in planning and building up their church club, empowering and enabling children to plan and lead whole school acts of worship

3. Worship

- Help lead the monthly All-Age Sunday Service, fostering intergenerational relationships
- Develop a children's church to run alongside the principle Sunday service to nourish the spirituality of the youngest members of our community, helping them to explore Anglican liturgy through play and reflective activities
- Collaborate with the school's Collective Worship Lead to plan and conduct school-wide worship
- Prepare and take part in All Age services across the parish, including the principle Sunday service on the first of the month, Evening Praise, Band Worship, and others

4. General Responsibilities

- Ensure best practices in safeguarding children, young people, and vulnerable adults.
- Help organise appropriate youth and children's social events
- Coordinate with the Youth Ministry Team and volunteers for events and services.
- Offer pastoral support and mentoring for young people and signpost them to professional services if needed
- Liaise with parents and families regarding youth events and services, making sure they're aware and excited about them; and advertising them in the wider parish community
- Attend Youth Ministry Team meetings and take the minutes
- Work to agreed Church policies and procedures.
- Be an active worshipping member of St Leonard's and Holy Cross churches
- Work over 5 days per week on a rota to include Sundays and some evenings/Saturdays (unless on holiday) and occasional nights away when required.
- There is an expectation to work Good Friday, Easter Sunday and Christmas Day (Morning) with time off in Lieu.
- Any other duties and responsibilities commensurate with the role deemed reasonable by the Vicar and PCC

Jesus said, 'Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.' – Matthew 19:14

Personal Support and Development

- Attend weekly Aurora training as part of the placement scheme
- Attend biweekly sessions with Diocesan Lead Officer for Children and Youth Ministry
- Take part in regular supervision meetings with the Vicar
- Undertake appropriate training
- Have the support of a mentor from outside the parish
- Attend children's, youth, schools meetings organised by the Diocese

Person Specification

Essential:

- A committed Christian, actively engaged in their faith.
- Passionate about working with children and young people, with a desire to nurture their spiritual growth.
- Strong communication and leadership skills.
- Ability to work effectively both independently and as part of a team.
- Willingness to work flexible hours, including evenings and weekends.
- Committed to safeguarding and promoting the welfare of children and young people.
- Able to commit to working on Sunday mornings.
- Right to work in the United Kingdom.

Desirable:

- Experience in youth or children's ministry.
- Familiarity with Anglican worship and liturgy.
- Experience in organizing and leading events or groups.
- Ability to mentor and support young people through their personal and spiritual journeys.

Genuine Occupational Requirement:

- Under the Equality Act 2010, there is a genuine occupational requirement that the post holder is a Christian.

Remuneration and Contract Arrangements

- £21,840 per annum
- 35 hours per week worked over 5 days – with some evening and weekend working.
- Fixed term until August 2025
- 25 days holiday + bank holidays
- Defined contribution workplace pension.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of St Leonard's Church and as professionals, whatever their job.

Safeguarding

Jesus said, 'Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.' – Matthew 19:14

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of the Parish Safeguarding Policy. If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by the Parish of Hythe.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Parish records and information.



Diocese of Canterbury
CHANGED LIVES → CHANGING LIVES

*Jesus said, 'Let the little children come to me, and do not stop them;
for it is to such as these that the kingdom of heaven belongs.' – Matthew 19:14*