

**JOB AND PERSON SPECIFICATION
MINISTRY COORDINATOR FOR CHILDREN AND WOMEN
ST SIMON ZELOTES, UPPER CHELSEA**

Summary

The Children and Women's Ministry Coordinator will, under the supervision of the Associate Vicar:

- Lead and manage ministry in St Simon's to the Sunday School and to older children as they enter teenage years.
- Develop ministry to women in the church helping them to grow as disciples of Christ.

Key Responsibilities

Children's Ministry

Develop and communicate the Vision for the Children's ministry.

Plan the ministry in the light of the Vision

Lead the team of volunteer helpers which includes recruiting, making sure that safeguarding training and checks are up to date, organising the rota, organising team meetings and generally encouraging, supporting and training the team

Regular communication with parents and the congregation

Develop the ministry to older children including when they enter teenage years. This will include developing a distinct group for this older age group and encouraging them to attend summer camps

Encourage and provide resources to parents to support them in the spiritual upbringing of their children

Pray for the children, their families and the ministry team

Lead the Sunday School once a month and be present at the Sunday School for a second Sunday in the month. Also to lead or be present at half of the fifth Sundays in five Sunday months

Order supplies and general administration in connection with Sunday School ministry

Oversee arrangements when children are involved in Sunday and other services, especially the Christingle, Mothering Sunday and Harvest services

Women's Ministry

Develop and communicate the Vision for the Women's ministry

Plan the ministry in the light of the Vision

Under the supervision of the clergy oversee the pastoral care of women in the church

Be a point of contact for women seeking pastoral care and instruction

Seek to help women grow as disciples of Christ through both group and 'one to one' teaching and encouragement

Pray for the women of the church

Train and encourage women to support other women in their walk with Christ

Lead volunteers as they organise women's groups and activities in the church

To develop friendly relationships with women in the fringe of the church and commend the gospel to them

Other Responsibilities

To lead a weekly catch up conversation with assistant staff or trainees (if appointed)

To attend (and potentially host) the monthly 'hour of prayer' meeting.

Oversight

The Coordinator will be supervised by the Associate Vicar. She will report to the PCC once a year or once every six months as determined by the PCC. She will be assigned a woman within the church to act as a supportive friend.

She will be asked to participate in a review process once a year

Personal skills, experience and qualities

An active and mature Christian faith

An understanding of and commitment to supporting the vision, values and beliefs of St Simon's including a commitment to the supreme authority of Holy Scripture in all matters of life and doctrine

Agreement with the Evangelical Alliance Basis of Faith

Experience of helping to lead church-based, children's ministry

Ability to teach biblical truth in an age appropriate way to children of various ages and from a range of home backgrounds

Committed to working with families, recognising the primary role families play in the spiritual formation of children

Able to build a strong rapport with, and be trusted by women

A proven track record of working with women to help them to grow as disciples of Christ

Good organisational skills and able to delegate

Self-motivated and able to work independently and manage own workload

Able to recruit, encourage and lead a team of volunteers

Committed to upholding a healthy safeguarding culture in every area of ministry that they are involved in. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.

This post is subject to an Enhanced with Barred Lists DBS check, and the completion of all relevant safeguarding training.

An Occupational Requirement exists under the Equality Act 2010 for the post-holder to be a practising Christian.

What we can offer

Regular support and supervision meetings with a line manager

Flexible working hours across school terms and holidays

A loving and supportive church family and leadership team

An opportunity to be part of and develop a growing ministry to children and women

Terms and Conditions

The person appointed would need to be or become a committed member of St Simon Zelotes

Hours of work: On average, 13 hours per week on weekdays and 26 Sunday mornings per annum (each Sunday reckoned as half a day's work). If requested we would accommodate flexible working during school terms and holidays allowing, for instance, more days worked in term time and fewer in school holidays. The hours may be worked flexibly across the working week.

The role would be subject to a probation period of 3 months

Salary: £14,711 - £16,711 depending on experience

Pension: Employers contributions at 5%

Holidays: In addition to Bank Holidays, a holiday allowance equivalent to that of the clergy, being six weeks including six Sundays. This means that three of the annual working Sundays may be taken as holiday. In addition to the three Sundays, 12 working days of paid holiday per year.

Start date: January 2026

Application process

Enquiries to Mike Neville

Closing Date 10 August 2025