



Bishop Auckland Parish

St Andrew's + St Anne's

Role Description for Children & Families Mission Leader

Post title: Children (0-5s) & Families Mission Leader

Employer: The Parish of Bishop Auckland PCC (Parochial Church Council)

Line manager: The Vicar (Rev Matt Keddilty)

Hours: 20 hours per week

These are to be worked flexibly throughout the week, including Sundays, in agreement with the vicar. There is an expectation that at least one clear 24-hour period is taken off each week.

Salary: FTE (35hrs) £27,009pa. plus pension.

Work base: St Anne's Church Office, Bishop Auckland, DL14 7NP

Vision for the Role:

To provide strategic and pastoral leadership for ministry with families of under-fives in the parish of Bishop Auckland, taking responsibility for shaping, leading, and safeguarding a welcoming, loving, and faith-forming environment in which young children and their families are enabled to encounter God and grow in discipleship together.

Purpose of Role:

- To lead our work with under-5s and their families, in church and the wider community.
- To support and prepare families seeking the baptism of their children.
- To support and develop our intergenerational contexts (inc Sunday Gathering)

Key duties:

For under-5s & families:

- **Provide overall leadership and direction for 'Blessed Beginnings'**, including vision-setting, session planning, preparation and delivery, volunteer leadership and supervision, and responsibility for safeguarding practice within the group.
- **Exercise pastoral oversight for families of under-5s**, recognising complex needs, responding appropriately, and knowing when to seek additional support or make referrals in line with safeguarding procedures.
- **Develop and lead opportunities for discipleship, evangelism, and practical support** for families of under-5s, including (but not limited to) the clothing bank, holiday activities, and parenting courses.

For families seeking baptism

- **Share in the preparation, pastoral support, and discipleship of families seeking baptism for their children**, confidently sharing the Christian faith and supporting families as they explore commitment to Jesus and to the life of the church.

For intergenerational contexts:

- **Contribute actively to the leadership and development of 'Sunday Gathering'**, ensuring that worship is genuinely intergenerational and that children and adults are enabled to participate meaningfully and grow as disciples.
- Work collaboratively with the Growing Faith Mission Leader, **exercising initiative** in developing intergenerational and missional opportunities, including supporting schools engagement.
- Support our engagement with community events (inc. Food Festival and Christmas Town).

Overarching:

- **Hold responsibility for safeguarding practice** within areas of ministry overseen by the postholder (overall responsibility is held by the Vicar), exercising professional judgement, maintaining appropriate records, and escalating concerns in line with parish and diocesan procedures.
- **Lead, develop, and support volunteers**, creating healthy teams that are well-trained, supported, and confident in their roles.
- **Contribute actively to the leadership, worshipping life, and mission of the church**, modelling a visible, confident Christian faith.
- Maintain appropriate professional relationships with external organisations and statutory bodies where required.
- Work with delegated authority under the supervision of the Vicar, **with mentoring available as confidence develops**, and report to the PCC as required.

The above job description is not exhaustive, and the post-holder should expect to carry out further reasonable duties as required by the Vicar.

Last reviewed: January 26

Person Specification for Children & Families Mission Leader

The person specification sets out the attributes, qualifications, skills and experience necessary to undertake the advertised role. Applicants will be asked to address these during the application process.

Personal Attributes	
A confident and visible Christian faith, with a willingness and ability to speak openly about Jesus and to lead others towards faith	E
A love of children, young people and families	E
An understanding of, and empathy with, the challenges of family life and a willingness to support parents and carers in their parenting	E
A team player – someone with energy, warmth, and an ability to inspire confidence in others	E
An eagerness to learn, develop, to try new things and work with flexibility and enthusiasm	E
Emotional maturity and resilience, with the ability to handle complex pastoral and safeguarding situations appropriately	E
Ability to respect matters of confidentiality and sensitivity	E
Vision, initiative and self-motivation	E
An understanding of the distinctiveness of Church of England's teachings, and a willingness to promote them	E
Qualifications	
A relevant qualification in theology or children's ministry	D
A willingness to work towards a relevant qualification if not already held	E
Skills	
Excellent pastoral skills with adults and children	E
Confidence in leading prayer, Bible-based reflection, and faith conversations with adults and children	E
Ability to plan, lead, and evaluate ministry strategically	E
Ability to exercise independent judgement while recognising appropriate boundaries and escalation routes	E
Ability to communicate and engage with groups of adults and children	E
Confident IT skills	E
Knowledge and experience of varied social media channels	D
Good literacy and numeracy	E
Strong ability to come alongside and develop others	E
Strong organisational and time management skills	E
Knowledge of, and commitment to, good practice in Safeguarding	E
Ability to work on own initiative and as part of a team	E

Experience	
Experience of leading activities (including faith-based) for children, young people and families	E
Experience of leading activities and worship in schools	D
Involvement in a missional context (eg, A Fresh Expression or church mission)	D
Experience using Makaton to support communication with pre-verbal or non-verbal children	D
Other	
Ability to drive and access to own vehicle	D
Paediatric First Aid qualification	D

E = Essential; D = Desirable

There is a genuine occupational requirement that the post holder is a Christian.

It is desirable that the post-holder will be a communicant member of Bishop Auckland Parish.

The post is subject to an Enhanced DBS disclosure.