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# St ELIZABETH'S

DUNDONALD



## Families Minister

### Application Pack

Thank you for your interest in the above post.

Included in this pack are:

- Details regarding our appointment procedure.
- A detailed job description
- Terms and Conditions
- A Parish Profile

After reading these, should you have any further questions please contact Johnny Beare (*Associate Minister*) on **07801480301** or **johnny@stelizabeths.church**



The graphic features a dark blue background with the church's name and logo at the top. Below, it states the church is vibrant and evangelical, seeking a full-time Families Minister. A central box highlights the role as 'FAMILIES MINISTER (Ordained or Non-ordained)'. It encourages helping the next generation of young disciples. Closing dates for applications are Friday 29th July 2022, with interviews in September 2022. It provides the website [www.stelizabeths.church/jobs](http://www.stelizabeths.church/jobs) and contact information for Johnny Beare. The bottom of the graphic shows an open book on a wooden surface and a QR code.



**NB:**  
*This post carries a genuine occupational requirement to be a practicing and committed Christian.*

# Appointment Procedure

If you are interested and would like to pursue this post, then send your CV with the names of two referees. One of these will be someone you have worked for (e.g. employer, rector, vicar etc.). The other should be someone who has observed you in ministry (e.g. church member).

Also send a recent recording of you giving a talk (if this is accessible on-line, just give the details). If this is not possible, then please send full notes of a recent talk.

And on a separate sheet tell us why you may be suited to this post and what you believe are some of the key elements involved in developing a children's and youth ministry that endures.

The closing date for applications is **Friday 29<sup>th</sup> July 2022**.

If short-listed, an interview will be arranged with myself and some representatives from the Select Vestry. Interviews will take place in September 2022. A further interview can be arranged to clarify any outstanding details.

Informal visits to St. Elizabeth's or any of our children's and/or youth meetings are welcome.

Depending on the number of people who express interest, we are aiming to make the appointment by the end of September 2022.

We hope this is helpful. Don't hesitate to get in touch at any point if you have any questions.

Thanks again for your interest.

Johnny Beare

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## Families Minister

### Job Description

**Job Title:** Families Minister

**Responsible to:** Rector (on behalf of the Select Vestry)

**Summary of role:** The role of Families Minister is a senior position within the pastoral team. The Families Minister will partner with the Rector in helping the people of St Elizabeth's meet their principle aims of Reaching the Lost, Building Believers and Sending Workers. Specifically, the Families Minister will serve the church family, of St Elizabeth's, by helping us in our task of making and maturing disciples among the next generation. This job will require an ability to teach and apply the Bible to children and young people, and an ability to use the Bible to train and equip volunteer leaders, parents and the whole church family to be involved in ministry to our young ones.

#### **Vision Statement:**

Our vision is to see every child, which God has placed in our care, come to know the Lord Jesus as their Saviour and King; and to continue knowing, loving and serving him (within the context of the local church) throughout the rest of their lives. We appreciate that this is not our culture's vision for our children, and therefore, living this life will be tremendously difficult for the next generation. In order, to provide them with the firm foundation from which they can thrive, in the Christian life, we will always aim to:

- **Prioritize preaching & teaching the Gospel**, so that children receive the grace of Jesus Christ, and know how to live in light of this grace.
- **Prioritize parents**, coming alongside them as co-evangelists and co-disciplers of the next generation. This will mean putting significant resources into discipling parents.
- **Prioritize Intergenerational Discipleship**, ensuring that children have ample opportunity to learn from and serve older generations; while older generations have the opportunity to know, love and serve our young ones.

#### **Essential Criteria:**

- To love Jesus and be submitting to His Lordship
- To love children and young people
- To love the gospel and want to proclaim it
- To love the Bible and be a proven teacher of it

- To hold clear evangelical convictions in accordance with [what we believe](#) as a church
- To love the church, seeing youth and children as very much part of it
- To have a proven track record working as part of a team.
- To relate well to people, both inside and outside the church
- To have previous experience working with children and young people and co-ordinating and training volunteer leaders
- To have a clear Access NI history regarding suitability to work with children.

#### **Desirable Criteria:**

- A minimum of 3-years experience in pastoral ministry.
- To be in possession of a full driving license and use of a car (unless exempt due to a medical condition / disability).
- Competence in working with Information Technology including word processing, spread sheets, basic design programmes and social media.
- Educational qualifications at an A-level standard (or equivalent) and 5 GCSE's (or equivalent) at grades A\*- C including English and Mathematics.

#### **Principal Responsibilities:**

- To partner with the Rector in planning, developing and implementing the key aims of reaching the lost, building the believer and sending the worker.
- Alongside others, to develop and implement a strategy, which will enable the people of St Elizabeth's minister effectively to children, teenagers and families.
- To partner with parents, enabling them to bring up their children to know, love and serve the Lord Jesus. This will include writing and/or select materials that can be used by parents in family discipleship.
- To encourage our youth and children's leaders, and train and equip them in their ministries. This will include providing suitable resources to enable ministries to function effectively.
- To recruit, train and manage, at least one, dedicated 'Youth Intern' at any one time.
- To invest in the lives of children and young people, by prayerfully teaching them God's Word and demonstrating to them what a life transformed by the gospel looks like.
- To help children and young people understand and take their place in the local church. This will mean helping to identify ways that children and young people can serve the whole church family.
- To encourage, promote and advocate for intergenerational ministry. This could be through active involvement in All-Age Services and other church meetings. (This could also involve having oversight of what we call TASTE on Sunday evenings)
- To look for opportunities for the church to reach new families with the good news of Jesus (e.g. after-schools work, schools ministry etc)
- To liaise with the Safeguarding Trust panel, ensuring that all volunteers have had Access NI checks and are trained in our Child Protection Procedures.

# Terms & Conditions

<b>Job Title:</b>	Families Minister
<b>Name &amp; Address of employer:</b>	<b>The Select Vestry</b> St Elizabeth's Church Church Green Dundonald Co Down BT16 2LP
<b>Date of Commencement of employment:</b>	Negotiable <i>A clear AccessNI check must be received prior to commencement.</i>
<b>Duration of Employment:</b>	6-month probationary period 3 years (which could be extended)
<b>Hours of Work:</b>	40 hours per week The Families Minister will be expected to attend Sunday services, staff meetings, and a variety of other committees and team meetings.  1 day off (24 hours) per week on the same day (+ 1 additional day per month)
<b>Remuneration:</b>	£24,000 - £30,000 (depending on experience & reviewed annually)
<b>Pension:</b>	A pension scheme will be offered
<b>Holidays:</b>	6 weeks paid holiday per year. Bank & public holidays are in addition to this. The 6 weeks paid holiday include 1 week after Christmas and 1 week after Easter.
<b>Responsible to:</b>	The Rector (on behalf of the Select Vestry)
<b>Personal Development:</b>	The Families Minister will be encouraged to attend at least one annual training conference (e.g. GYD Residential) per annum. They will also be expected to make use of training papers, books, blogs and podcasts to further their development.

*Full 'Terms & Conditions', including Sick Pay and Maternity/Paternity Leave entitlement, are included in our 'Contract of Employment'. Details available on request.*

# Church Profile

St. Elizabeth's Church, Dundonald, Belfast – Parish and Church Profile

Rector: Revd. Tim Anderson

Email: [tim@stelizabeths.church](mailto:tim@stelizabeths.church)

Phone: 02890 483153 or 07788544161

*(some of the ministries described below were suspended during the pandemic but are now being reinstated)*

**The Church:** St. Elizabeth's is the Parish Church of Dundonald, a rapidly growing residential area on the edge of Belfast City. It is an Anglican Evangelical church (Church of Ireland) committed to mission through bible teaching and evangelism. Tim Anderson, married to Lynn, began his ministry at St. Elizabeth's in September 2001. The housing is mainly private with small areas of Council property and a growing number of large housing developments. There are 2 Primary Schools, 1 High School, 2 Special Educational Needs Schools, at least 3 Retirement Homes and 1 large teaching hospital in the parish. There are many other churches in the local area and St. Elizabeth's plays an active part in Dundonald Bible Ministries with Dundonald Presbyterian and Baptist Churches. A Bible Week and a Holiday Bible Club are key to this gospel partnership. A significant feature of the parish is that from Monday to Friday many commute into the parish to work e.g. civil servants, doctors and nurses, teachers, factory and clerical workers.

**Sundays:** As we meet together around God's Word our aim is to be a people growing in the knowledge of Jesus Christ and therefore equipped to *Reach* unbelievers, *Build* believers, and *Send* workers. Reach, Build, Send is at the heart of all we seek to do. There is one Morning Service at 10.30am. Sermon series will nearly always be based in a book of the Bible. There are age specific groups for children: Little Seeds, Explorers and Diggers. Music is led by a music group and sometimes the organ. Service Sheets are usually used every Sunday alongside projection. After every Morning Service there is coffee. Once a month there is a service of Holy Communion. Instead of a service in the evening there is TASTE – an informal event based around food, friends and faith. As well as a Bible Talk there is often discussion around tables. The current staff team consists of Rector, Associate Minister, and Curate-Assistant. There is also a part time administrator and part time site manager.

**Midweek Ministry:** Small Groups are essential for building up mature Christians through prayer, fellowship and the study of God's Word. Twice a month during term time there are Fellowship Groups. These meet on Tuesday and Wednesday evenings and also on Wednesday morning. One to One Bible reading is encouraged in the weeks when there is no Fellowship Group. Once a month there is a PrayerTime. There are many other midweek activities (e.g. Men's Group, Women's Groups, Mothers Union, Parents and Tots). Explore Faith, Christianity Explored and Life Explored are run at least once a year.

**Youth and Children's Work:** ROOTED Youth Group meets on Friday evenings in the church building for a Bible Talk and activities. There is also a weekly Young Adults Group which meets on Monday evenings. There are children's Bible teaching activities on Sunday mornings, as well as a Parent and Toddler group meeting on Thursday mornings.

**Mission Partners:** The current mission partners supported are Crosslinks, WEC (Worldwide Evangelisation for Christ), the Barnabas Fund, Irish Church Missions, Gafcon/Gafcon Ireland, Anglican International Development, Scripture Union, Inspector Smart, and the Christian Institute.