**Family and Children’s Ministry Co-ordinator**

**Background**

Kilternan Parish, Church of Ireland, is seeking a Family and Children’s Ministry Co-ordinator to join the staff team on a flexible part time basis. The purpose of the role is to develop and support the parish’s work with families and children.

The administrator will work closely with the Rector and the Church Officers. Kilternan Parish is a faith-based organisation within the Church of Ireland tradition. Applicants do not need to be from that tradition, but they would need to be sympathetic to it, and to the parish’s mission to build community, strengthen worship, and grow in service.

Kilternan Parish is a growing parish. The parish has close to 300 families on the parish data base, with a high percentage of young families. We run a Sunday Club and a popular Messy Church.

In 2018, we will be opening a new Parish Centre that will enable us to expand the reach of our ministry and mission into the wider community. We also maintain a school with over 230 students. The parish is well respected in the community with positive ecumenical and community relations.

**Key Responsibilities**

* To support and coordinate the team of Sunday Club leaders and develop faith formation in our Sunday morning children’s programme.
* To organise and develop the ministry of a monthly Messy Church.
* To develop fresh expressions of church that meet the emerging needs of children and families, for example pre-school praise services
* To support the development of all age worship in the local church.
* To support the Rector in the weekly ministry to the local Primary School, by taking an active role in school assemblies, special events, etc.
* To identify potential volunteers, encourage and mentor them and help establish them in the ministry to families, children and young people
* Helping to co-ordinate, attending and developing our pre-school groups, with the intention of integrating families into our church community.
* To offer parenting support or access to parenting support programmes, and to offer parents resource to talk to their children about faith.
* To improve means of communication with parents using social and current forms of media. This will include contributing to church and community publications.
* To support the overall ministry and mission of the parish in building community, strengthening worship and growing in service.

**We are looking for someone who:**

* Is a spiritually mature Christian with a heart to reach and serve children and families.
* Is a team player with a natural ability to relate to children and families.
* Is creative, enthusiastic, self-motivated and able to organise themselves and others effectively.
* Has experience of working with children and families preferably in a church context.
* Has excellent interpersonal communication skills – written and oral
* Has the ability to work flexibly
* Demonstrates ability to respect matters of confidentiality, sensitivity and compassion
* A current driver’s license is also desirable

**Location and Hours**

In September 2018 Kilternan Parish will be opening a new resource centre. This will be the base from most of the Family and Children’s ministry coordinator. We would expect the successful candidate to begin in June 2018 in preparation for the opening of the new centre.

The role is initially scoped for 20 hours a week (initially a 12-month contract). Flexibility of hours will be required for the post-holder, often including evening meetings and regular Sunday involvement.

We are seeking to have the position filled by June 2018.

Salary negotiable.

C.V and cover letter to Annemarie at office@kilternanparish.ie (closing date for applicants 11th May 2018)