

Coastline Kids' Assistant

Job Description

The Kids' Ministry Assistant plays a key role in supporting and strengthening the ministry to children and families at Coastline Vineyard. This role exists to help carry increasing responsibility within Coastline Kids, enabling the Kids' Pastor to focus on broader leadership and strategic priorities.

The postholder will contribute to the spiritual formation of children, the pastoral support of families, and the development of a healthy, growing volunteer team. They will lead with warmth, initiative, and faith, creating environments where children can encounter Jesus and grow in their relationship with Him.

This role includes leadership across midweek and Sunday environments, as well as active involvement in team development, pastoral care, and ministry organisation.

This is a fixed-term contract running until the start of November 2026.

Key Responsibilities

1. Ministry Leadership (Children & Families)

The Kids' Assistant provides hands-on leadership within Coastline Kids environments.

- Leads children's groups and gatherings, creating engaging, safe, and spiritually formative spaces.
- Communicates clearly and builds strong relationships with children, parents, and carers.
- Models a culture of faith, fun, and expectation that children can encounter God.
- Supports the integration of new families into the life of the church.

2. Midweek Ministry Oversight

The Kids' Assistant plays a key role in the delivery of midweek children's ministry.

- Attends and contributes to all midweek groups (Tuesday evenings and alternate Wednesdays until 6:30pm).
- Takes responsibility for planning, organising, and delivering elements of midweek sessions.
- Recruits, schedules, and supports volunteers serving within midweek ministry.
- Ensures clear communication and smooth running of sessions.

3. Sunday Ministry Support

The Kids' Assistant supports the delivery of Sunday Kids ministry.

- Serves within Sunday environments on a regular basis.
- Assists with planning, rotas, and team coordination.
- Helps ensure all environments are safe, welcoming, and well-led.

4. Pastoral Care

The Kids' Assistant contributes to the pastoral care of children, families, and team members.

- Welcomes and connects new families into community.
- Maintains awareness of attendance and follows up with families where appropriate.
- Supports children and families through pastoral check-ins during times of need.
- Provides encouragement and pastoral support to members of the kids team.

5. Team Development & Leadership

The Kids' Assistant helps build and strengthen a thriving volunteer team.

- Supports recruitment, onboarding, and integration of new volunteers.
- Helps organise and deliver team training and development opportunities.
- Leads and supports volunteers during sessions and events.
- Contributes to a positive, encouraging, and faith-filled team culture.

6. Events & Ministry Organisation

The Kids' Assistant supports the planning and delivery of events and ministry activities.

- Assists in organising community events and key ministry moments.
- Coordinates volunteers, schedules, and communication for events.
- Supports administrative tasks including rotas, communication, and planning.

7. Support to the Kids' Pastor

The Kids' Assistant works closely with the Kids' Pastor in the day-to-day running of the ministry.

- Assists with communication, planning, and administration.
- Contributes to creative elements such as teaching, content, and resources.
- Supports safer recruitment processes and safeguarding administration.
- Helps carry increasing areas of responsibility as the role develops.

Person Specification

Skills, Experience & Qualities

- At least 1 year's experience working or volunteering within children's ministry.
- Evidence of pastoral gifting and a heart for the spiritual wellbeing of children and families.
- Ability to lead and engage children, as well as communicate effectively with parents and teams.
- Experience of organising, planning, and working within a team environment.
- Strong organisational skills, with attention to detail and ability to meet deadlines.
- Confident written and verbal communication skills (including Microsoft 365).
- A proactive, flexible, and servant-hearted approach.

Faith & Values

- A committed Christian with a personal relationship with Jesus.
- In agreement with the vision, values, and Vineyard Statement of Faith.
- A desire to see children and families encounter Jesus and grow in discipleship.

Additional Requirements

- Ability to work Tuesday evenings and alternate Wednesdays (until 6:30pm), and regular Sunday hours.
- This role is subject to an **Enhanced DBS check**.
- The role may develop and expand in line with the growing needs of the church.

Contract Details

- **Fixed-term contract:** Until early November 2026
- **Hours:** 26.5
- **Reporting to:** Kids' Pastor