Coastline Kids' Assistant Pastor

Job Description

The Kids' Assistant Pastor plays a key role in supporting and developing the ministry to children and families at Coastline Vineyard Church. This role exists to help lead and strengthen Coastline Kids, taking responsibility for designated areas of ministry and enabling the Senior Leader – Next Generation to focus on wider leadership, strategic development and the growth of the church.

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.

Working collaboratively with the Senior Leader – Next Generation, the Kids' Assistant Pastor will take day-to-day responsibility for agreed areas of ministry, including midweek groups, Sunday provision, volunteer development, pastoral care and ministry organisation. They will bring warmth, initiative, creativity and faith, helping to build a thriving children's ministry where children and families can belong, grow and flourish.

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

Key Responsibilities

1. Ministry Leadership (Children & Families)

The Kids' Assistant Pastor will provide hands-on leadership within Coastline Kids environments.

- Leads children's groups and gatherings, creating engaging, welcoming, safe, and spiritually formative spaces.
- Help children grow in their relationship with Jesus through age-appropriate teaching, worship, prayer, Bible passages and opportunities to encounter the Holy Spirit.
- Communicates clearly and builds strong relationships with children, parents, and carers.
- Models a culture of faith, fun, and expectation that children can encounter the Holy Spirit.
- Build positive relationships with children, parents and carers, helping families feel welcomed, valued and connected to Coastline.
- Support new families as they become part of Coastline Kids and the wider church community.
- Help create inclusive environments where children with different needs, abilities and backgrounds can participate and flourish.
- Contribute to the ongoing development of Coastline Kids' vision, values, teaching and ministry culture.

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2. Midweek Ministry Oversight

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

- Attends and contributes to all midweek groups (Tuesday evenings until 7.30pm 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

The Kids' Assistant Pastor will support the delivery of Sunday Kids ministry.

- Lead groups and support volunteers in delivering engaging and age-appropriate sessions.
- Contribute to session planning, rotas, team coordination and the preparation of resources.
- Help ensure children are welcomed, cared for and supported throughout their time in Coastline Kids.
- Support the smooth running of Sunday ministry, including the safe arrival and collection of children.
- Help identify and respond to opportunities to improve the Sunday experience for children, families and volunteers.

4. Pastoral Care

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

- Build positive and trusting relationships with children, parents, carers and volunteers.
- Maintain awareness of attendance and follow up appropriately with families, helping them remain connected to the church community.
- Offer appropriate pastoral encouragement and support to children and families during times of need.
- Help parents and carers feel listened to and supported in their children's spiritual development.
- Encourage, support and care for volunteers, recognising their contribution and helping them flourish in their roles.
- Recognise the boundaries of the role and refer more complex pastoral needs or concerns to the appropriate church leader.

5. Team Development & Leadership

The Kids' Assistant Pastor will help build and strengthen a thriving volunteer team.

- Supports recruitment, onboarding, and integration of new volunteers.
- Help volunteers understand their responsibilities and feel confident in their roles.

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- 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. Safeguarding and Safer Recruitment

Safeguarding is a shared responsibility and a fundamental part of the role.

- Uphold Coastline Vineyard's safeguarding policies, procedures and code of conduct.
- Help ensure children's ministry environments operate safely and in accordance with church policies and relevant safeguarding requirements.
- Complete required safeguarding training and maintain appropriate safeguarding awareness.
- Follow established procedures for the safe arrival, supervision and collection of children.
- Respond appropriately to safeguarding concerns, recording and reporting them promptly in accordance with church procedures.
- Support safer recruitment processes, including volunteer applications, references, DBS checks and the maintenance of appropriate records, as delegated.
- Refer safeguarding concerns to the Designated Safeguarding Lead and follow the relevant reporting procedures.
- Actively support the church's legal duty to take all reasonable steps to prevent workplace and third-party harassment across all youth activities and environments

7. Events & Ministry Organisation

The Kids' Assistant Pastor will help organise and deliver events and activities that support the life, growth and outreach of Coastline Kids.

- Contribute to the planning and delivery of children's events, family activities and key ministry moments.
- Coordinate agreed aspects of events, including volunteers, rotas, resources, schedules and communication.
- Support outreach opportunities that help children and families connect with Coastline Vineyard.
- Assist with the organisation and preparation of teaching materials, equipment and ministry resources.
- Maintain accurate records and support effective administration, communication and forward planning.
- Identify practical improvements that help ministry activities run smoothly and sustainably.

8. Collaboration and Support to the Senior Leader – Next Generation

The Kids' Assistant Pastor will work closely with the Senior Leader – Next Generation, helping carry the day-to-day leadership and development of Coastline Kids.

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- Take ownership of agreed areas of responsibility, working independently within the vision, priorities and policies established with the line manager.
- Assist with ministry planning, communication, administration and the development of resources.
- Contribute creative ideas and practical solutions to ministry opportunities and challenges.
- Communicate regularly with the line manager about progress, priorities, concerns and areas requiring support or decision-making.
- Participate in relevant staff meetings, supervision, planning and team development activities.
- Work collaboratively with other staff, ministry leaders and church teams where responsibilities overlap.
- Take initiative in identifying opportunities for improvement and development.
- Develop additional areas of responsibility over time, in agreement with the line manager and in line with the contracted hours and needs of the ministry.

Person Specification

Essential Skills, Experience and Qualities

- At least 1 year's experience working or volunteering within children's ministry or a comparable setting.
- 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.
- The ability to take initiative, work independently and take responsibility for agreed areas of ministry.
- Strong organisational skills, with attention to detail and ability to meet deadlines.
- Confident written and verbal communication skills, including competence with Microsoft 365 and digital communication tools.
- A proactive, flexible, and servant-hearted approach.
- Sound judgement, appropriate personal boundaries and a commitment to safeguarding.

Desirable Experience

- Experience of leading a children's group or coordinating volunteers.
- Experience of preparing and delivering children's teaching, worship, prayer or discipleship activities.
- Experience of organising events, managing rotas or coordinating ministry administration.
- Experience of supporting children with additional needs.
- Experience of recruiting, training or developing volunteers.

Faith & Values

- A committed Christian with a personal relationship with Jesus.
- In agreement with the vision, values, and Vineyard Statement of Faith.

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- A desire to see children and families encounter Jesus and grow in discipleship.
- A commitment to prayer, teamwork, safeguarding and the development of a healthy church community.

Contract Details

- **Hours:** 18.5 per week
- **Salary:** approx. £12,236 per year
- **Reporting to:** Senior Leader – Next Generation
- **Location:** Coastline Vineyard Church, Bournemouth, with work taking place across designated ministry venues.
- **Working pattern:** Includes regular Sunday ministry, Tuesday evenings until 7.30pm and alternate Wednesdays until 6:30pm. Other hours will be agreed with the line manager to cover preparation, planning, administration, team support and ministry development.
- **Additional flexibility:** Occasional flexibility may be required for key events and ministry activities, by agreement.

The role will develop in response to the needs and growth of Coastline Kids. Any significant changes to responsibilities or working arrangements will be discussed with the postholder and managed in line with the employment contract.

Appointment is subject to satisfactory references, an appropriate Enhanced DBS check, including a barred list check where legally applicable, and completion of Coastline Vineyard's safer recruitment process.

How to apply

- **Email** michael@coastlinevineyard.church with your CV, a covering letter, and a completed self declaration form: https://cv.churchsuite.com/-/forms/hu7a8hz5
- **Deadline to apply:** Sunday 15th November 2026 at 23:59
- **Please note:** The successful applicant will be required to provide satisfactory references and undergo an enhanced DBS check with baring list check as part of our safer recruitment process.

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