

JOB DESCRIPTION - Overview

Job Title:	Children's Ministry Leader – 11.30am, Village (0-5s)
Location:	Verso Vineyard Church, 6 & 7 Brick Knoll Park, St Albans, AL1 5UG
Reports to:	Children's Pastor (Early Years) 0-5
Vision:	Your primary responsibility will be to lead and develop the Village (0-5s) ministry at the 11:30am Sunday service, creating a safe, engaging and welcoming environment where children can begin to discover Jesus and families feel supported and connected. Alongside this, you will be in the church office on Tuesdays and Thursdays, working collaboratively with the Children's Pastor and the wider church team to prepare, plan, resource, communicate and develop the ministry so that Sundays are excellent and your volunteer team feels equipped and supported. You'll also be supporting other Verso sites by providing teaching plans and resources half-termly.
Hours of work:	Sundays 11am-2pm (<i>plus cover at 9.30am service to cover Children's Pastor's leave</i>) Plus 12 office hours to be worked on Tuesdays & Thursdays

Responsibilities

We're looking for an **energetic, creative and passionate Children's Ministry Leader** to take ownership of our **11:30am Village ministry for children aged 0-5**.

This is a hands-on leadership role, with responsibilities that include:

- **Preparing the rooms and organising resources.** We're looking for someone with lots of initiative, an excellent eye for detail and a real desire to ensure high-quality teaching. You will also assist the Children's Pastor to plan and prepare teaching materials and resources for our Verso sites.
- **Building, inspiring and leading a team of volunteers,** working with the Children's Pastor to ensure there are appropriate group leaders and helpers for children's spaces to be open and safely staffed, including a registration and door team.
- **Overseeing the 11.30am Village service** and making sure every child and family has an amazing experience, where Sunday mornings feel exciting, welcoming and full of life. You will be required to extend your hours to cover the 9.30am service in addition, when the Children's Pastor is on leave.

SUNDAY LEADERSHIP | 11:30am VILLAGE

You will take full responsibility for the **set-up, leadership and smooth running of Village during the 11:30am service.**

This includes:

- Arriving in plenty of time to ensure all Village spaces are fully prepared and ready.
- Setting up rooms, activities, teaching resources and equipment.
- Ensuring all teams know where they need to be and what they are doing.
- Leading and briefing the volunteer team before the service.
- Creating a warm, welcoming and fun environment for children, parents and carers.
- Supporting volunteers throughout the morning and stepping in wherever needed.
- Responding calmly and confidently when things don't go according to plan.
- Ensuring children are safe, well cared for and engaged.
- Supporting the wider Sunday Village team, including registration, welcome and door teams.
- Making sure Village is packed down, organised and ready for the following week.
- Ensure safeguarding is followed and report where required.

BUILDING A DYNAMIC VOLUNTEER TEAM

One of the most important parts of this role will be assisting the Children's Pastor to **build and lead a strong, healthy and enthusiastic team of Village volunteers.**

We want volunteers to love serving in Village and you'll play a huge part in making that happen.

You will:

- Recruit and welcome new volunteers into the team.
- Build strong relationships with volunteers and help them feel known and valued.
- Create a positive, fun and encouraging team culture.
- Ensure every volunteer understands their role and feels confident serving.
- Equip volunteers with the training, resources and information they need.
- Regularly check in with and encourage team members.
- Identify people's strengths and help them grow as leaders.
- Spot potential future leaders and invest in them.
- Give clear direction and feedback when needed.
- Celebrate and champion your team.
- Work with the Children's Pastor to coordinate rotas for team
- Develop a culture where people don't simply turn up to serve, they feel like they belong to the team.

TEACHING, CURRICULUM & RESOURCES

Working with the Children's Pastor, you will make sure the Village team and other sites have **excellent, engaging and age-appropriate teaching and resources**.

You will:

- Source, develop and organise teaching series and curriculum for 0–5s as required.
- Create and/or source lesson plans, teaching materials, activities, games, crafts, worship ideas and take-home resources as required.
- Prepare teaching resources in advance so volunteers are fully equipped for Sunday.
- Work with the Children's Pastor to ensure teaching is biblically sound, engaging and appropriate for young children.
- Communicate each week's teaching clearly to the volunteer team.
- Bring creativity and fresh ideas to the way we teach children about Jesus.
- Research new resources and ideas that could strengthen Village as required.
- Work with the Children's Pastor to ensure Village teaching fits within the wider vision and teaching programme of Children's Ministry.
- Ensure resources are organised, accessible and ready to use.

TUESDAYS & THURSDAYS | OFFICE DAYS

Your office days will be about **making Sunday an excellent experience for our children and families**.

Your responsibilities will include:

PLAN

- Work with the Children's Pastor to plan upcoming Sunday services.
- Prepare teaching and resources (including other sites).
- Organise rotas and team schedules.
- Plan ahead for special services and events.
- Identify what needs to be done and make sure it happens.

EQUIP

- Prepare resources and information for volunteers.
- Communicate clearly with the team.
- Assist in the development of training and support for volunteers.
- Follow up with new and existing team members as required.

DEVELOP

- Think creatively about how Village can grow and discuss with the Children's Pastor.
- Identify areas for improvement and discuss with the Children's Pastor.
- Assist the Children's Pastor to develop new ideas, activities and initiatives.
- Look at how we can better serve and connect with families.
- Research new curriculum, resources and best practice in early years ministry as required.

ADMIN

- Maintain rotas, attendance records and databases.
- Communicate with volunteers and parents/carers.
- Monitor stock levels and order/source resources.
- Keep Village equipment and spaces organised and clean.
- Prepare for Baby Dedications, Mother's Day, Father's Day, Christmas, Easter and other events.
- Ensure safeguarding and church policies are followed.

FAMILY & PASTORAL MINISTRY

Village is about connecting and developing relationships with people, not just running programmes.

You will:

- Build positive relationships with children and their families.
- Help parents and carers feel welcomed, known and supported.
- Notice when families may need additional support and communicate appropriately with the wider pastoral team.
- Help families connect into the wider life of the church.
- Support family-focused events and initiatives.
- Explore opportunities to develop Village's connection with the wider local community.

Other requirements

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Carry out church's culture of Christian values and practices in all aspects of the role and in all interactions.
- Participate in the Christian practices of the team e.g. staff meetings, prayer and worship times etc.
- Demonstrate a clear, personal commitment to the Christian faith. *
- Attend line management meetings and weekly staff meetings.
- Participate in annual performance reviews.
- Undertake any training or personal development as required.
- Contribute positively to the wider life, culture and development of the church.
- Any other duties reasonably requested by your line of management.

KEY FACTORS

Reports to: Children's Pastor (Early Years)

Primary ministry responsibility: Village 0-5s, 11:30am Sunday service

Leadership responsibility: Village volunteer team, Verso sites children's teams

Job description – Children's Ministry Lead – September 2026

7 Brick Knoll Park | St Albans | Hertfordshire | AL1 5UG | + 44 (0)1727 812765

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Office days: Tuesday & Thursday

Financial responsibility: As delegated

Decision making: Responsible for the day-to-day leadership, organisation, resourcing and development of Village within the agreed vision and parameters of Children's Ministry.

A clear enhanced DBS check will be required.

*** Occupational Requirement**

Note: Due to the nature of the role, there is an **Occupational Requirement (OR)** that the post-holder is a practicing Evangelical Christian and is fully aligned with the church's vision and values. You will be expected to be an active member of our church family. This occupational requirement is implemented in accordance with **Schedule 9, Part 1 of the Equality Act 2010**.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. The job description will be reviewed periodically and may be subject to amendment.

THE KIND OF PERSON WE'RE LOOKING FOR...

YOU LOVE JESUS

You want to see children begin to discover who Jesus is and help parents and carers in their role of discipling their children.

YOU'RE A LEADER

You're confident leading a team, giving direction, making decisions and taking responsibility.

YOU'VE GOT INITIATIVE

You don't wait to be told what to do. You see something that needs doing and get on with it.

YOU NOTICE THE DETAILS

You're meticulous. You spot the things others miss and care about creating an environment that is organised, welcoming and excellent.

YOU'RE A PEOPLE PERSON

You love building relationships and genuinely enjoy seeing other people flourish.

YOU'RE CREATIVE

You naturally think of new ideas and love finding fun and engaging ways to communicate with young children.

YOU'RE ORGANISED

You can plan ahead, manage multiple priorities and make sure nothing important gets forgotten.

YOU'RE CALM

You can think clearly when plans change, things go wrong, volunteers don't turn up, or things get a little chaotic!

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
Basic GCSE's or equivalent	- Safeguarding - First Aid
SPECIAL SKILLS	
Leadership: Able to lead, motivate and support volunteer teams Communication: Excellent communication with children and adults Creativity: Playfully creative and able to develop engaging activities Teaching: Good Bible knowledge and ability to communicate biblical truths appropriately Organisation: Highly organised, reliable and excellent at timekeeping Initiative: Highly proactive and self-motivated Attention to detail: Meticulous with an excellent eye for detail Problem solving: Able to think on your feet and find practical solutions Technology: Good computer skills Safeguarding: Understanding of the importance of safeguarding children Pastoral: Able to build warm and appropriate relationships with families	- Previous experience leading a ministry or team - Experience communicating with parents/carers - Experience creating children's teaching resources - Experience developing children's teaching/curriculum - Experience coordinating rotas, events or projects - Experience developing a new project or ministry - Social media/content creation - Safeguarding training/experience - Pastoral/ministry experience
WORK / VOLUNTEER EXPERIENCE	
Experience working with children aged 0–5	Early years, nursery, preschool, childminding or toddler group experience
SPECIAL FACTORS RELEVANT TO THE POST	
- Deeply aligned with Vineyard values and theology. - Adherence to the Statement of Faith of Vineyard Churches UK - Adherence to the Vision & Values of Verso Vineyard Church - Able to sign the Evangelical Alliance statement of faith. - Clear DBS – if required - Strong personal faith	