
Children and Families Ministry Leader

Maternity Cover - Job Description



Our Story, vision and vacancy

St Mark's is a city centre resource church (CCRC), planted through the HTB network from Gas Street Birmingham, in October 2017. The church has grown significantly and includes many children and young families who are a core ministry of the church.

As a church our vision is to see people find faith, be set free, and Coventry flourish. We long to implement this vision, not just at St Mark's, but in other churches too. We have planted into two existing churches in 2021 & 2022. Alongside church planting, we have a passion to reach out to those in need and currently partner with another charity to run the Worldfood Food Hub to support refugees.

We also run St Mark's Academy, which aims to identify, train and release leaders required to deliver our vision – providing formal teaching and practical training to young interns over a one or two year period.



The Children and Families ministry leader (Maternity Cover) will be responsible for the overall running of the 'KIDS' ministry for all children 0-11yrs, ensuring Sundays and other events are delivered according to the vision of the church and to a high standard. They will define content, plan sessions, recruit and manage team and oversee the budget.

We are looking for a leader, with exceptional organisational and people skills, the relevant experience working with children, who can step into this role. It provides the right person with the opportunity to work flexibly, with a committed team, make a difference in the lives of young people and families.

Leadership



Phil Atkinson

Vicar and Senior Leader

Before St. Mark's, Phil worked at St. Aldates, Oxford, leading a ministry called ACT working with ex-offenders and the homeless. In 2016 he and wife, Rachel, moved to Coventry working initially with Gas Street Birmingham - another City Centre Resource Church planted from Holy Trinity Brompton. Together, they felt called to lead a city centre church focused on shared Jesus, effectively reaching out to young people, with opportunities to serve those in need.



Rachel Atkinson

Senior Leader & Academy Principal

Rachel is a theologian and taught biblical studies at various colleges around the UK including St. Mellitus and Spurgeon's. Now she leads St Mark's alongside husband and Vicar, Phil. She is also the principal of St Mark's Academy, which offers internships alongside a hand crafted teaching programme.



Nathan Leigh

Associate Vicar

Nathan joined our team in 2022 as Associate Vicar after finishing his Curacy in Southampton. Nathan made the move to Coventry with his wife Holly and 3 children, which soon became 4! Nathan oversees Students, Welcome, Social Action & our comms & social media teams.

Phil, Rachel and Nathan are supported by a wider staff team, including a Curate, Operations & Finance Manager, Worship Leader, Youth Ministry Leader, Student Ministry Assistant, Academy Leader, Staff Support and various interns.

Responsibilities

Volunteer Recruitment

- Advertising team vacancies and recruiting volunteers for team
 - Ensuring Safeguarding Training is carried out by team members
 - Maintaining accurate personnel records for volunteers
 - Carrying out Safer Recruitment & DBS Checks (Application form, declaration, references)
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Team Leadership

- Developing a positive team culture which embodies the St Mark's values.
 - Recruit, train, equip the teams of volunteers; empowering them to use their own strengths and gifts to ensure a high quality and diverse programme is provided for children and young people.
 - Meeting with individual team members throughout the year to ensure they are well supported, encouraged and celebrated, making them feel a valued part of our church and its ministry
 - Host and lead team nights, nights including training, social, curriculum planning and imparting a clear vision to teams
 - Possible line management of a 'KIDS' intern. Supporting their training and development by providing ministry opportunities
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Admin

- Preparing, updating and maintaining rotas and registers using Churchsuite software
 - Oversee 'KIDS' budget
 - Submitting expenses & business credit card receipts in a timely manner
 - Procurement, organisation, and maintenance of 'KIDS' resources
 - Ensuring good and effective communication with parents and carers
 - Ensure that St Mark's safeguarding policy is implemented in liaison with the Safeguarding Officer and be responsible for day-to-day tasks associated with this (DBS, volunteer training, risk assessments etc.)
 - Preparing promotional materials for events
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Planning & Resourcing

- Co-ordinate engaging and appropriate activities and curriculum to support teaching
- Planning weekly sessions for all 'KIDS' groups and preparing written lesson plans for use by volunteer session leaders
- Annual overview of teaching for all 'KIDS' groups
- Ensuring appropriate spaces are available for groups to meet on Sundays, providing relevant equipment and resources

Responsibilities

Events & Mission

- Lead in organising missional events & activities including but not limited to; Light Party, Christingle Service and Easter events in consultation with leadership team.
- Run the parent/carer & toddler group 'Mini-Marks' fortnightly, with the support of staff and volunteer team
- Support wider church events, leading on 'KIDS' activities where appropriate e.g. Childcare for Leaders mornings, Teams Retreat etc.
- Organising children's provision for St Marks Community Pitch at HTB FOCUS 2025

Pastoral Support

Whilst dynamic and well-led programmes provide an essential context for ministry, it is the quality of appropriate relationship between you and the children and their parents/carers that is often the most life-changing. To this end, you will:

- Pray regularly for the children, their parents/carers and the volunteer workers.
- Lead by example in delivering relational ministry, developing appropriate relationships with children and their parents/carers – both planned and impromptu.
- Provide 1:1 pastoral support for individual children/parents/carers in need of extra encouragement, support or intervention, whilst working at all times in accordance with our safeguarding policy.
- Maintain up-to-date information about specialist counselling and other support agencies, and sign-post/refer children as appropriate.

Other

- Attendance of Tuesday staff meeting, prayer meetings and one-to-one line management meetings
- Attendance at HTB FOCUS 2025



Specifications

Spirituality and Education	Essential	Desirable
Personal walk with Jesus including a disciplined life of prayer, underpinning a lifestyle of integrity	E	
Worshipping and serving in a charismatic evangelical church	E	
Passionate to see children and young people grow spiritually in the love and worship of Jesus Christ and in their love for one another and their community	E	
Educated to degree level or equivalent practical experience	E	
Experience		
Experience of leading Children's work	At least 1 year, leading groups	At least 3 years, in church setting Teaching, PGCE or similar
Experience of curriculum design and development	E	
Experience of dealing with special needs, safeguarding issues, and behavioural issues	E	
Experience of effective recruitment, management and support of volunteers	At least 5 people	In childrens setting
Experience of working with parents	E	
Experience of managing a budget	E	
Experience of managing staff	E	Mentoring \ coaching skills
Skills & qualities		
Ability to deliver engaging and inspiring sessions for children aged 0-11.	E	
Awareness and ability to cater for and inspire children with a range of needs/ from different backgrounds	E	
Exceptional leadership and management skills	E	
Strong interpersonal and organisational skills	E	
Ability to take initiative, ask people to volunteer	E	
Ability to train and develop volunteers to deliver engaging and inspiring sessions.	E	
Ability to lead from the front, to present well on stage	E	
An open heart and a 'can do' attitude	E	

The wider work in ministry means there is a genuine occupational requirement that the post-holder be a practising Christian. This role will require an enhanced DBS check

Values

In addition to meeting the person specification, the successful candidate must be able to demonstrate that they subscribe and aspire to the church and staff values, as follows.

Values of the church

- Encounter: We relentlessly pursue God's presence, because meeting Jesus changes everything.
- Connect: We don't just foster friendship but seek to be family, because when we're family, we flourish.
- Adventure: We are outside the box, never done before, pioneers for God's kingdom. Outward focused, we exist for the world around us.
- Release: We don't recruit volunteers we release leaders, because leaders change the world

Terms & Conditions

- Fixed Term contract - 17th June 2024 to 31st July 2025
- Part Time (Negotiable 3-4 Days) Including Sundays
- Salary - £28,665 pro rata
- Willing to be a regular member of St Mark's Coventry
- Evenings and weekends as required (e.g. Team nights) with TOIL given for those
- Annual leave (Pro Rata): 25 days (5 Sundays maximum included within this figure)
 - plus bank holidays
- Unpaid leave as agreed with Minister in charge
- Probationary period 1 month

To apply please complete application form and email to:

phil.atkinson@stmarksoventry.org

