

# Families Minister Role Descriptor - Bethel Bedwas

[bethelbedwas.org](http://bethelbedwas.org)

[pastor@bethelbedwas.org](mailto:pastor@bethelbedwas.org)



## **OUR VISION, MISSION AND VALUES:**

We are passionate that there is no greater answer to our deepest needs than **knowing Jesus**

### **We are here to:**

**Care** for families and the needy

**Discover** together the hope Jesus offers

**Love** Bedwas to see transformation this decade

### **We are a family of ordinary people committed to:**

Building Up

Trusting Jesus

Living Grace

Offering Hope

### **Our Leadership Team (Trustees):**

Ewan Jones (Pastor, Elder)

Alan Palmer (Deacon, Treasurer)

Sonya Palmer (Deacon, Youth)

John Sweetland (Elder)

## **BACKGROUND TO THE ROLE:**

The *Families Worker* is a new role which initially evolved out of our existing children's work. We are aware of the very broad scope of this role-summary and responsibilities outlined below. We understand that the successful applicant will have strengths in some areas and not others.

Before competency, the most important requirement for us is the character and faith of our new team member. We recognise that we are all sinners who rely daily on the grace of a glorious

Saviour. Ultimately, we are looking for a leader looking to train leaders, a follower willing to disciple families, and an evangelist willing to reach out with the gospel to families and the needy in our local community.

**MINISTRY TITLE:** Families Worker

**HOURS:** 20

**SALARY:** 21,000-24,000 pro rata (10,500-12,000)

**WORKING RELATIONSHIPS:**

Responsible to: the Pastor and Youth Leader  
Accountable to: the Bethel Trustees  
Responsible for: Teams serving in various family ministries  
Serving: Youth, children and families in and outside church  
Meeting: School students, staff and community members

**KEY DOCUMENTS:**

Bethel Baptist Church Constitution  
Vision, Mission and Values  
Evangelical Alliance Statement of Belief  
Safeguarding Policy  
GDPR/Privacy Policy  
Enhanced DBS check  
Health and Safety, Food Hygiene

**2) ROLE SUMMARY:***a) A Leadership Role*

The Families Minister will have primary responsibility for developing, overseeing and maintaining a Christian work that reaches families in the growing village of Bedwas. The purpose is:

- To work strategically to grow a Christian work amongst families within our church
- To reach out with the gospel to families in our town who do not know Jesus
- To ensure the discipleship and inclusion of families, young people and children within the life of the church

They will be joining at an exciting time in the life of Bethel as we seek to evolve and move forward building on the strengths of the past and seeking God for all the possibilities for the future.

The Families Minister will serve on the Leadership Team, contributing insight and experience to help us pursue our vision.

*b) A Discipleship and Training Role*

The role requires the **FM** to be able to know and teach the gospel. They will be skilled in applying the Bible wisely for the purposes of discipleship and evangelism.

The **FM** will work alongside the leadership team to identify, mobilise and train team-members from within the church to assist in the work.

*c) An Oversight Role*

The Families Minister will oversee the running and development of our current ministries by equipping others to serve in key areas. Note: A minimum required presence will be agreed, but as ministries adapt and grow, the **FM** will not be expected to always be:

- a) present at every group
- b) delivering at every event

*d) A Relational Role*

The Families Minister will be encouraged to develop relationships with parents and carers, children and young people in the village.

The Families Minister will work alongside our existing youth worker to support and equip our work amongst teenagers.

The successful applicant will be line-managed by the Pastor and be accountable to the Trustees.

**3) PERSON SPECIFICATION:**

	ESSENTIAL	DESIRABLE BUT NOT ESSENTIAL
CHARACTER:	<p>A mature Christian with a confirmed call to ministry and a passion to share the gospel with families in a variety of settings</p> <p>Will meet the requirements of a servant set out in 1 Timothy 3:8-13</p> <p>Organised and able to prioritise</p> <p>Confident to work independently and to commit and contribute to the Leadership team</p> <p>Self-motivated and able to motivate others</p>	<p>A "people person", able to engage appropriately with people of different ages, special needs, social and personal situations</p> <p>Confident to join a team that is in the process of discerning the life and structure of the church "post-covid"</p> <p>Ability to think 'outside the box' and be flexible and adaptable as the Church moves forward</p>
QUALIFICATIONS:		<p>An appropriate level of theological education from a theological college or equivalent</p> <p>Emergency First Aid training</p> <p>Food Hygiene certificate</p>
EXPERIENCE:	<p>Experience in faith-sharing and outreach in a church team setting</p> <p>Experience discipling children and/or young people</p> <p>Experience of working on a church team in a voluntary or paid capacity</p>	<p>A proven track record of starting, developing and maintaining ministries to a variety of age groups in a church/ community setting</p> <p>Evidence of ability to identify, train and support volunteer team members</p>

SKILLS:	<p>Strategic thinking - able to connect theology with practical application</p> <p>Able to train and work alongside volunteer teams, motivating them through regular encouragement and envisioning</p> <p>Able to communicate the gospel clearly, joyfully and truthfully in different contexts (potentially including online interactive sessions)</p> <p>Good time management, ability to prioritise and multi-task</p>	<p>Familiar with and proficient in the appropriate use of digital technology, social media platforms and online communication.</p> <p>Ability to mentor individuals in their Christian life</p> <p>Able to plan ahead and manage a budget</p> <p>Ability to lead sung worship, lead services or preach/teach</p> <p>Willing to be physically "hands-on" in the running of the church where necessary</p>
OTHER:	Flexible availability in view of the patten of church family life	<p>Valid driving licence</p> <p>Own transport</p>

**There is a Genuine Occupational Requirement that the Families Minister be a committed Christian who can subscribe in good conscience to the vision, mission and values of Bethel Bedwas.**

#### **4) MAIN RESPONSIBILITIES:**

##### Self-Leadership

To take responsibility for their own spiritual health and growth whilst serving  
 Demonstrably taking regular rest and time for prayer and personal growth  
 Demonstrating a lifestyle of gospel integrity, including in any online and social media use and in personal relationships inside and outside of the church

##### Organisational - Alongside the Leadership Team:

To develop, oversee and maintain a Christian outreach strategy that serves families in Bedwas with the gospel of Jesus Christ  
 To ensure clubs/groups/events have volunteer teams in place, and that teams are organised and resourced appropriately  
 To be aware of and implement the safeguarding and privacy requirements in line with church policies  
 To communicate effectively and appropriately using email, social media, online meeting tools and in person

##### Training and Teaching:

To identify, recruit, equip and encourage church members to join teams that deliver ministries to families, youth and children  
 To source and/or produce gospel centred teaching material for
 

- a) discipleship of, and
- b) outreach to families, children and young people

Oversight/development of our current children's, youth and family activities:

Babies and Toddlers  
Sunday Club (children's discipleship group)  
Friday Clubs (children's after school groups)  
Messy Church (3-4x per year)  
Schools' ministry  
Youth ministry  
Camps and Holiday Clubs

(Some of the above are yet to be re-established since re-opening.)

Pastoral:

To be ready to support families, children and young people in their ongoing discipleship  
To consider how we might meet the pastoral needs of families, children and youth in our church and village

Community:

To attend Leadership Team meetings, prayer meetings and a regular Bible Study  
To take their place in the prayer, worship and community life of our church, including being in the main church service if/when not serving in Sunday Club (ideally one 'rest' Sunday in 4)  
To build a relationship with local churches and schools in order to serve them and reach out with the gospel

**SUMMARY OF TERMS AND CONDITIONS:**

- The role is dependent on the applicant receiving an Enhanced DBS check and undertaking Safeguarding training
- This post requires a minimum of 20 hours per week
- Salary is £21,000-24,000 pro rata dependent on experience and qualifications
- Statutory annual leave (paid holiday) pro rata. Due to the nature of the role, the Families Minister will be required to work on some statutory public holidays.
- Because relationship building takes time, this post has the potential to be an open-ended contract, subject to a satisfactory completion of a 6 month probationary period, a 12 month review and on going twice-yearly reviews. It is possible the part-time nature of the role could expand as the ministry progresses.
- Flexible weekly work patterns will be necessary in view of the requirement to cover weekend and evening meetings, and some bank holidays. Time off available in lieu.
- The role comes with the expectation that the successful applicant (and their family, if applicable) will become a member of Bethel Baptist Church, Bedwas and partake in the life of the church accordingly
- This post may be eligible for enrolment in the church's contributory pension scheme