



The Diocese of  
**Southwark**

## Job information pack

# Church and School Youth Ministry Leader

St Matthew's Church and St Matthews's Primary School, Redhill



Closing Date: Sunday 17<sup>th</sup> November 2024

Interview Date: Monday 25<sup>th</sup> November 2024

**Christ  
Centred**  

---

**Outward  
Focused**



The Diocese of  
**Southwark**

Dear Applicant,

I am delighted that you're interested in the role of Church and School Youth Ministry Leader at St Matthew's Church and St Matthew's Primary School, I hope this pack will be inspiring.

This is an exciting opportunity to join our new leadership team at the start of a new season, with growing numbers of young people and as we seek to establish and grow new worshipping communities within the Redhill area. We are excited by this project and hope that this will provide an opportunity for someone who is passionate about Church growth and development.

If you feel called to be part of this journey and have the necessary enthusiasm, skills and experience then we would love to hear from you. You can apply for the role through the advert on Pathways: <https://www.cofepathways.org/members/modules/job/detail.php?record=7794>

If you would like an informal discussion about the role, then please feel free to contact me on telephone 01737 511495.

With best wishes

Revd Anna Moore  
Vicar, St Matthews



The Diocese of  
**Southwark**

### **Diocesan Staff Purpose**

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

## Diocese of Southwark Job Description

<b>Job Title:</b>	Church and School Youth Ministry Leader
<b>Reporting to:</b>	Vicar, St. Matthew's Church
<b>Location:</b>	St Matthews Church, Redhill, Surrey RH1 6LN
<b>Key Relationships:</b>	Headteacher of St Matthew's Church of England School Vicar St Philip's, Reigate Church Wardens, Treasurer and Parochial Church Council (PCC) members Church Volunteers Sparkfish (Christian group active in local schools) Diocesan Project Manager and SDF Project Core Team Southwark Diocese Children and Young Peoples Team and Board of Education School pupils and families

### **Background**

St Matthew's is a Church of England church serving the busy town centre community of Redhill.

Through worship and outreach, God's love is revealed in the community it serves. Together we navigate and explore the fullness of life offered to us through Christ. Whether strong in the faith or filled with questions and doubts, all can find space here with God. Based on the teaching of Jesus, St Matthew's is an open, inclusive, and growing church.

It is one of the larger inclusive liberal Catholic churches in Reigate archdeaconry set within walking distance of the town centre and train station. There are large areas of deprivation and estates, plus refugee centres mainly for women and children whilst their paperwork is being processed. As a traditional church we have not had the resources to employ a youth worker to develop faith and as a result, we currently have no provision for 10-14 year olds and it is at this stage we lose the children and families from church.

St Matthew's Primary School is a successful and happy two-form entry Church of England primary school close to the church. From the nursery class to Year 6, the children are at the centre of all the school does and achieves, and the Christian ethos is central to the life of the school.

St Matthew's School is inclusive and diverse. Since February 2018 the school has been part of the Southwark Diocesan Board of Education Multi Academy Trust (SDBE MAT.) The relationship between church and school is of the utmost importance to both. Collective Worship is a central part of the school day, and the Page 2 of 10 school welcomes leaders from the church on a weekly basis. The latest SIAMS inspection (March 2020) graded the school as "excellent".

We want to expand the opportunity for families to be involved in church who would otherwise have work/sport/club commitments at weekends and develop young leaders in a parish with spiritual need but low levels of church attendance, particularly amongst children and young people. St Matthew's has a small but established junior church and Messy Church and encourages youth leadership within the main Sunday service once a month. We have a diverse congregation of all ages but we lack involvement and attendance from 10-14 year olds.

Focusing on church growth, discipleship growth and sustaining growth, we are seeking to strengthen the link between church and school by creating an after-school church and linking this in with other local schools including secondary schools where members are able to return as young leaders to St Matthew's school. Once this is established the model will then be repeated in St John's Caterham and St John's Primary School.

### **Job Purpose / Summary**

To develop and grow the Children and Young People ministry with those aged 7 to 14 years at St Matthew's Church and St Matthew's Primary School by helping young people to live with God at the centre of their lives, linking with the school and supporting parents in the discipleship of their children. This includes both young people known to us and part of our church family, and those currently outside of Christian communities, seeking to bring them into a living relationship with Christ.

This is a unique opportunity to 'write the book' of youthwork in Redhill in an area of social and spiritual need which has never had a full time Church youth worker before.

### **Key Responsibilities**

**To create a Youth ministry and cultivate growth among our children and young people, aged 7 to 14 years. This will include:**

#### **1. Forest After School Church at St Matthews School**

- Working with volunteers from the church and school to develop an after-school forest church.
- Develop volunteers and children in their leadership of this church.

#### **2. Chaplaincy in St Matthew's Church of England School**

- Mentoring young people, prioritising small group support offering mentoring and coaching to emerging leaders. Enable children / youth to be involved in planning and co-creating worship.
- Coordination/facilitation of the following Worship Leadership: Plan, organise, and lead opportunities to worship in small groups of children/youth and larger groups that are intergenerational, invitational, inspiring and inclusive, reflecting the community's values.
- Being a visible presence in school at key times to offer or sign post support to parents.

#### **3 Developing a model of church/school work that can be transferred to another church and school in the area**

- In the first year reflect on what is working and record this.

- Develop a pack of plans for the after-school church sessions that can be used elsewhere.
- After a year use this to develop the church/school link and after school church at a second church and school.

#### **4. Leading and developing youth programmes**

- Developing discipleship-based groups on Sundays alongside Messy Church monthly.
- Developing and leading a midweek 10-14 club in partnership with the Vicars at St Philip's and St Mark's Reigate and St Matthew's Redhill, conceiving something which is right for the present but has room for future growth. The Vicar at St Philip's Reigate will work alongside you in this.
- Teaching the bible, helping young people understand and learn the bible stories and to make use of it in their daily lives as apprentices of Jesus.

#### **5. Building discipling relationships:**

- Developing a culture of youth discipleship, working to enable young people to become resilient disciples engaged in disciplines that will nourish and sustain them through future life.
- Identifying and nurturing youth in their gifting.

#### **6. Safeguarding and inclusion**

- Implementing and upholding the safeguarding policies of our churches and of Southwark Diocese. This includes ensuring volunteers are fully equipped and that all activities are safely staffed and risk assessed.
- Developing inclusion and accessibility through working with the church to ensure that young people with additional needs are welcomed and have full access to all youth provision.

#### **7. Innovating and learning**

- Continually reflecting on our approach, listening to young people and the community, and implementing change where necessary.
- Committing to learning including engaging with new research and thinking about youth ministry and participating in Diocesan training.

#### **8. Administration**

- Liaising closely with the Team to ensure all administrative requirements are in place to support the youth work.
- Managing the Youth Work budget.

#### **9. Participating in the Staff Team**

- Participating fully as a member of the Staff Team as we work together to seek God and implement the vision of the church.
- Participating in the ongoing development of our strategy and approach in partnership with other staff and leaders.
- Meeting and praying regularly with the team.
- Widening our impact as a church beyond our immediate boundaries as we seek to expand our vision in Area.
- Leading and teaching in services as needed.
- Developing partnerships with others involved in discipleship, locally and further afield, and supporting the development of youth ministry in other churches.
- Linking in with Southwark Flourish Network
- Being a key holder for the church and providing backup for security purposes.
- Undertaking other duties as may be required from time to time by the Vicar.

## **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

## **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

## **Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

## **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

## Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

It is a requirement of this role that a satisfactory Enhanced DBS check takes place before commencement.

We are praying for someone to join the team who will be a spiritually mature, resilient Christian leader who combines energy and enthusiasm with emotional stability.

We are looking for someone who is approachable, compassionate, flexible and servant hearted. A supportive team player and collaborative worker, comfortable working within an inclusive church environment.

Essential	Desirable
<b>Experience and qualifications</b>	
Experience of youth leadership and ministry sufficient to hold responsibility in a large church context and to take our youth ministry to the next level.	Experience in Pioneering.
Ability to understand and communicate a vision for youth ministry in a church environment with experience of growing young disciples and helping parents in their discipling role.	A recognised qualification in Theology or training/educating adults and/or children or young people.
A sensitive leader of inclusive worship and understanding of the diversity of church and school communities and culturally competent at working with people from a range of backgrounds.	
Experience of enabling others and growing disciples, with a track record of identifying, encouraging and developing others in leadership.	
A confident leader, skilled at building and managing volunteers, encouraging and releasing the gifts of others, able to organise, recruit, delegate, and co-ordinate. A 'completer-finisher' able to see things through.	
Experience in schoolwork, liaising with staff at all levels and a strong understanding of a variety of Christian worship practices.	
A reflective practitioner, prayerfully attentive to the impact of our actions and always seeking to learn and improve our offerings as a result.	
Ability to understand and communicate a vision for youth ministry in a church environment with experience of growing young disciples and helping parents in their discipling role.	
A thoughtful planner with an ability to take in a range of information, think things through logically, and plan strategically for the future.	

Spirituality maturity and proven experience of putting faith into practice.	
Basic understanding of budgeting and managing money.	
Understanding of Word and Excel.	
<b>Skills/Aptitudes</b>	
A mature and growing disciple of Jesus Christ, committed to their own spiritual formation and devoted to growing in prayer and spiritual disciplines, eager to know Christ more and to grow in grace, obedience and Christlikeness.	
A leader passionate about engaging deeply with scripture and committed to an ongoing experience of the renewing work of the Holy Spirit.	
A passion for Jesus' church and committed to enabling others so that the church grows as a missional community of disciples who worship God with their whole lives.	
An intentionality about mission and making Christ known to others.	
Inclusive in theology and ethics with a gracious heart to facilitate greater freedom in the Holy Spirit in worship, prayer and word.	





The Diocese of  
**Southwark**

## TERMS AND CONDITIONS

### **Church and School Youth Ministry Leader Outline terms and conditions**

#### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

#### **Normal Place of Work**

St Matthew's Church, Redhill RH1 6LN.

#### **Salary**

The post has a salary of up to £36,000 per annum, depending on experience.

#### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### **Hours of work**

35 hours per week including evenings and Sundays where necessary.

#### **Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays.

The leave year runs from 1st January to 31st December.

#### **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

#### **Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

#### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

#### **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

### **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

### **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

### **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

### **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

### **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

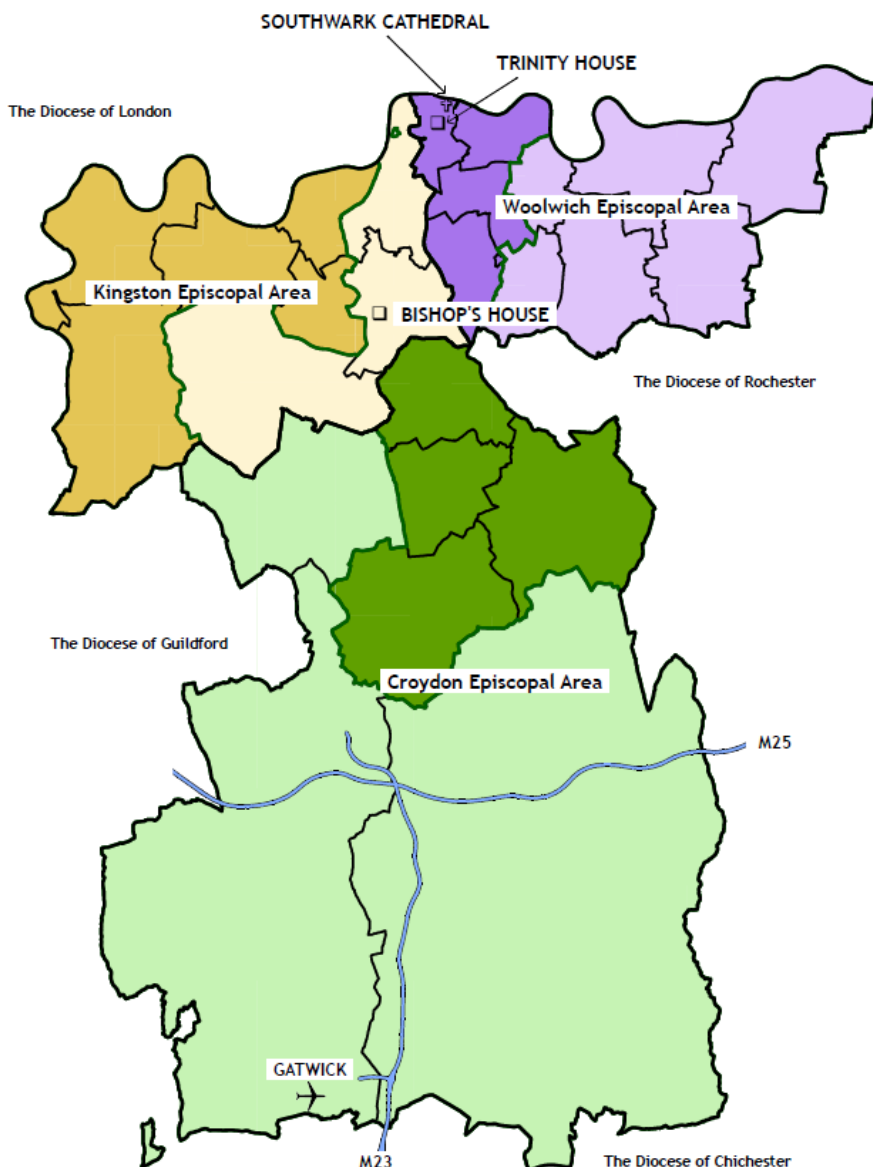


**2.9 million** people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

### Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

# SOUTHWARK VISION 2024 – 2035

## Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

### Our priorities are:



#### Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



#### Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



#### Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



#### Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



#### Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



#### Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

### **DIOCESAN STAFF PURPOSE**

**To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.**

### **DIOCESAN STAFF AIMS**

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.

### **DIOCESAN STAFF VALUES**

- Effective Stewardship of resources
- Collaborative Team Working
- Respect for all
- Transparent Accountability