

Little Lights Co-ordinator

Job Description and Role Profile

TITLE: Little Lights Co-ordinator

HOURS: 4 hours per week

EMPLOYERS: Waypoint Church

RESPONSIBLE TO: The Trustees of Waypoint Church

REPORTING TO: Senior Leaders Jonathan and Jenny Mackwell

Introduction

Waypoint Church is a young, mission-focussed church in the coastal town of Berwick-Upon-Tweed. We are a community of passionate followers of God who are equipped by God's Word, empowered by God's Spirit and mobilised by God's love to bring Jesus and His kingdom to our families, networks and communities.

Waypoint Church began when our Senior Leaders moved to Berwick-Upon-Tweed in 2016. We started meeting publicly for Sunday Gatherings from 2017. About half of our church are people who have come to faith through contact with us. We are part of the Pioneer Church Network as well as Evangelical Alliance and Berwick Churches Together.

Children, youth and families are central to Waypoint's values, growth and relationships in the community. We gather on Sunday mornings, during which time we have three groups for children ages 0-14, which are run by dedicated teams of volunteers. The vision of our C.Y.F. Ministry is *that every local child and family has an opportunity to follow Jesus and be discipled in a church.*

We are a church focussed on evangelism and discipleship. We meet people and share God's love in the community through Alpha courses and ministry with children and families. From 2019-2022 we ran Little Lights toddler group, which connected us with over 100, 0-5's and their families. Since then, we visit Kiln Hill nursery where we share Bible stories and songs every 6 weeks. Through this and other ministries such as Youth Alpha, we are developing relationships with a wide variety of children and families who do not yet attend church. We also see families come to know Jesus and become part of Waypoint Church through C.Y.F ministry.

We believe discipleship is key for every member, no matter how young, and this is reflected in our emphasis on Bible teaching and life application for every age group. Every member is also part of an all-age Life Group, which meets for socials and supports each other pastorally.

We long to see children, youth and adults encounter God through His Holy Spirit. We love to draw close to Him through worship and look to Him for healing and restoration; physical, spiritual and emotional. We believe every member has spiritual gifts that God wants to use to build His Church

and share His love in the community, and encourage everyone; old and young alike, to serve as well as to receive.

Current Children, Youth and Families Ministry:

At present, Waypoint Church's volunteer teams run the following activities for children, youth and families:

- **Little Lights: (0-5's)-Led by the Little Lights Team Leader**

- Creche: (parent led) during Sunday gatherings. (Currently we have 3 babies age 0-13 months)

- Kiln Hill Nursery: a small team share Bible stories, songs and craft once every half term to 2-5 year olds. Plans are in place to grow the team and expand this ministry to other local nurseries/reception classes in schools.

- Growing Community: We meet with carers with under 5's from church, and others we know in the community to develop friendship, support, and explore parenting from a Biblical viewpoint.

- **WayKids Church: (2-10's) Jointly led by two WayKids Team Leaders**

- WayKids is our Sunday school for toddlers to 10 year olds. We have a talented team of church members who serve as leaders or helpers on a rota basis. Young leaders (aged 10-14) serve on team every other week. WayKids combines fun and friendship building with worship, Bible teaching, and connecting with God through the Holy Spirit. (Currently we have around 16 WayKids) WayKids invite friends from the community to semi regular socials and special events such as Pumpkin Party, Christmas party etc.

- **Youth: (10-14's) Led by the Youth Team Leader**

- Youth meet every other Sunday morning, and a small team of church members leads or helps on a rota basis. Youth aims to allow young people to grow supportive friendships and challenges them to deepen their relationship with God so that they are confident in their faith, and can be Christ followers in their families, networks and communities. When youth are not meeting, they are encouraged to develop their giftings and leadership skills by serving on teams such as worship, AV/PA or WayKids. Currently we have seven 10-14's. From November 2022-Feb 2023 we ran Youth Alpha in the centre of Berwick, and this attracted 17 young people age 10-19.

- **Families: Led by the Families Team Leader**

- Families Connected WhatsApp group: for parents in church to share resources and support each other to grow as Christian parents. We currently have 17 church members who are parents.

- Parenting for Faith courses: We ran a course via zoom in 2023 and aim to start an in person course for parents of babies and toddlers in the community, in November 2023.

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Waypoint Church, Registered in England, Charity No. 1176707,
Registered Office: 39 Ivinson Rd, Berwick-Upon-Tweed, TD15 2EA

We have secured funding for a 4 hour per week Little Lights Co-ordinator to oversee, grow and develop this pioneering work over the next three years. We hope to secure further funding to increase the number of hours for this role. As such, the below priorities, responsibilities, outcomes and tasks are what we hope to move towards and NOT what would be expected for the current 4 hour role. What will be achievable within the initial 4 hours per week will be discussed and agreed upon before any signing of contracts. We are seeking someone with specialism in working directly with 0-5 year olds.

Our first priorities are:

- Develop relationships in the community with carers and 0-5's.
- To restart and oversee the safe and sustainable running of the Little Lights toddler group, connect with carers and provide Bible based parenting support.
- Expand current ministry into new nurseries/reception classes in schools. See more young families become Christians, join church, and develop Creche on Sundays.
- Develop a pastoral/prayer team to support families who may be struggling practically/spiritually/emotionally to see healing and restoration in families. Continue to strengthen the ministry we've started to empower parents as leaders in their own homes and to raise our children healthily in God's ways.

Little Lights Co-ordinator: Key Responsibilities

Under the guidance and authority of the Senior Leaders and Core Leadership Team;

1. *Discern and develop the vision for Little Lights Ministry, alongside current volunteer team leaders and members.*
2. *Lead and develop the Little Lights team, to consolidate and expand ministry in new areas among 0-5s especially with intentional focus connecting with those out with the Church.*
3. *Oversee, train and co-ordinate the teams of volunteers who lead our existing ministry.*
4. *Empower teams to make the most of the relationships and opportunities for discipleship, evangelism and mission.*
5. *In collaboration with Team Leaders, develop and expand our teams of volunteers, which will increase our capacity for more mission.*
6. *Seek to raise funds through grant making applications to sustain, develop and increase Waypoint Church's C.Y.F ministry.*

General Outcomes to be achieved by the Little Lights Co-ordinator, in collaboration with the Senior Leaders, Core Leadership Team and others already leading teams in C.Y.F Ministry:

- Strong teams of volunteers ministering to 0-5s will be developed and trained.
- Under 5's will hear about and experience God's love in the community through Little Lights/nursery visits/other outreach. Parents/carers of 0-5's will become followers of Jesus, be discipled and join Waypoint Church.

- Parents and care-givers in Waypoint Church will feel confident and supported to parent following Biblical principles, and to encourage their children to grow in faith at home.
- Pastoral and prayer teams will be trained to support families to receive God's healing and restoration. Families in the wider community will have opportunity to participate in church-led parenting programmes; Whole families will become Christians, receive healing and invite others to start a faith journey.
- We will secure funding to continue and expand C.Y.F ministry.

Key Tasks

- Foster good relationships with and amongst children, youth and families within Waypoint Church.
- Invest time listening to Team Leaders and helpers in existing Little Lights ministry, to build collaborative relationships.
- Develop and mentor Team Leaders, helpers and young leaders.
- Help teams to maintain high standards of teaching, worship, encounter with God, learning and activities.
- Communicate with parents to involve them as much as possible.
- Help teams to develop the community life of each group (E.G socials.)
- Help to plan and co-ordinate special invitational events.
- Work closely with Waypoint Church's core leadership team; attend core leadership meetings and take part in planning and leadership of Waypoint Church Gatherings as required.
- Build relationships in Churches Together; seeking to work in partnership with other churches so that *every local child and family has an opportunity to follow Jesus and be disciplined in a church..*
- Ensure Little Lights ministry operates in line with Waypoint Church's safeguarding policy.
- Train/access training to ensure each team member is kept up to date with safeguarding policies and procedures.
- Develop good working relationships with other Co-ordinators and leaders of the C.Y.F Ministry.
- In collaboration with other leaders, recruit members of the church to join the Little Lights ministry team.
- Work with the Children, Youth and Families Ministry Administrator and Safeguarding Administrator to ensure Safeguarding checks are completed on team members, and that each team member has the information they need to be clear of their roles and responsibilities.

Key Terms

Contract: The post is offered on a part-time basis working 4 hours per week. The post holder must be a member of Waypoint Church. The post will require availability and attendance at some evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided.

The post will be offered on a 6 month trial basis. We have funding for 3 years, at 4 hours per week. We hope that the post holder and other leaders in church can make funding applications to continue and expand the C.Y.F ministry.

Start Date: As soon as is mutually agreed.

Work pattern: 4 hours per week, to be carried out on a flexible basis. All Waypoint Church employees serve on a voluntary basis during Sunday gatherings and as such, any work done (for example, leading Creche team on a rota basis during Sunday gatherings) is not paid.

Holiday: 28 days pro rata

Salary: £11.52/hr; £4790.76 actual per annum. (£23,961 pro rata based on a 40 hr week.)

Pension: 9% Employer Contributions

Place of work: Home or other mutually agreed place of work.

Expenses: All reasonable expenses will be covered by prior agreement with the line manager.

Management: Senior Leaders Jonathan and Jenny Mackwell will be line managers, and will provide support through regular contact and team meetings. The role involves working with the Core Leadership Team, attending team meetings as required and presenting occasional reports to the Trustees and wider church. There will be a six-month probationary period and annual appraisals.

Training: Appropriate training will be made available.

Transport: A valid driving licence would be useful but not essential to the role. Travel expenses will be provided where agreed.

DBS: An enhanced DBS check and references will be taken up prior to taking the post.

Person specification: To be evidenced in application and/or at interview.

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Able to speak with sincerity and enthusiasm about their personal relationship with Jesus and the Christian faith in an informed, effective and non-judgmental way. • Confident and enthusiastic with a 'can-do' attitude. • A sense of fun. • A self-starter who can motivate self and others and manage use of time. • A team builder and developer who can train and encourage volunteers to join in and grow in their leadership skills. 	<ul style="list-style-type: none"> • Able to work in a range of social and cultural contexts.

	<ul style="list-style-type: none"> • Able to follow the leadership of others. • Able to be a Christian role model; living out of obedience to God's word, and filled with His Holy Spirit. • Able to initiate and develop projects. • Able to work comfortably with the vision and values of Waypoint Church. As such, you will teach and uphold a theologically orthodox position and will be required to affirm both the Nicene Creed and the Evangelical Alliance basis of faith. 	
Education and Training	<ul style="list-style-type: none"> • A good standard of written English (GCSE English or equivalent). 	<ul style="list-style-type: none"> • Nationally recognised qualification in children/youth work at degree or equivalent level. • Safeguarding training (will be given/refreshed once in post). • First Aid training (will be given/refreshed once in post).

Experience	<ul style="list-style-type: none"> • Active member of a Christian church. <i>Given the nature and context of the work it is an occupational requirement that the post holder is a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010.</i> • Personal experience of a living faith in Christ and the passion to share the gospel with others. • Experience in leading children and/or young people to Christ and nurturing them in their faith. • Experience of working within and also leading teams. 	<ul style="list-style-type: none"> • Experience of working in a local church context. • First-hand experience of starting, leading or coordinating activities for 0-5s that are appropriate for the context of church and pre-school/toddler groups.
Knowledge and skills	<ul style="list-style-type: none"> • A clear understanding of the needs and stages of development of children and families. • Desire to look for and learn good practice in Little Lights ministry. 	<ul style="list-style-type: none"> • Skills in raising and developing teams of volunteers and training them to be effective in children's ministry.

	<ul style="list-style-type: none"> • Working knowledge and commitment to safeguarding and promoting the safety and welfare of children. • Working knowledge of Risk Assessments and Health and Safety. • Good people and communication skills, appropriate for connecting with children and their parents/carers, interacting with the church family and reaching the community. • A solid grasp of the Christian faith, knowledge of the Bible and an understanding of how to live as a disciple of Christ. • Skills and experience of working with 0-5s. 	<ul style="list-style-type: none"> • Literate in IT including use of social media and word processing. • Able to manage a simple budget.
Other	<ul style="list-style-type: none"> • Satisfactory Enhanced DBS disclosure and references (to be acquired before start date). • Commitment to be an active member of Waypoint Church, in addition to employed role, including being part of a Life Group. • Commitment to engage in professional and spiritual development. • Physically and emotionally able to carry out the demands of the work. • Need to be available during school hours. 	<ul style="list-style-type: none"> • Have access to appropriate transport for travel within the area.