

Dear applicant,

Thank you for your interest in what is an exciting new position at the heart of our staff team, I trust this pack will provide everything you need to know to help you decide if this is the right position for you.

In the pack you'll find sections on:

- Our Vision and Strategy
- The purpose of appointment
- People-links
- Main responsibilities, job context and additional information
- Terms and Conditions
- Application/Interview details
- Personal specification
- Organisational Chart
- Beliefs & Values

We are a thriving church family including hundreds of local people from over 40 different nationalities, reaching thousands through partnership with agencies and overseas ministries. We welcomed 29,000 people through the doors of The Wellspring Church Centre last year, and we are excited about all the opportunities to make a difference the future presents us with.

If you are interested in joining our team and playing a role in shaping a ministry that brings transformation and hope to many kids, read on. Applying for a job is a process of discernment. If you are excited by the possibility of working on the staff team of Wellspring Church as Kids Leader (Central Watford), then please enter into this process with us.

If you would like an informal discussion about any aspects of the role or the details in this pack, please do not hesitate to contact my colleague Nikki Williams. Email: nikki.williams@wellspring-church.org or call her **075445 32185**.

We look forward to receiving your application.

Yours faithfully,



Tim Roberts (Rev)
Senior Minister





JOB TITLE: KIDS LEADER (CENTRAL WATFORD)

Hours: 20 hours per week (part-time)

- *Closing date of application – 15th September 2019*
- *1st round Interviews the following week*

Salary: £10,608 per annum – (dependent on experience)

Contract: Permanent part-time contract- (subject to 3-month probation period)

Start Date: October 2019 (subject to satisfactory references and DBS clearance)

Work base: The usual place of work will be The Wellspring Church Centre.

Applications are invited for a new Kids Leader in Central Watford to join our creative, energetic and welcoming staff team, working with others across Wellspring Church to see communities transformed with God's love.

Your principal function will be to oversee the development and growth of our dynamic and effective ministry to and through kids (0-11 years old) in our Central Watford location. This will be delivered in line with our vision and values, sharing learning and resources with a team of volunteers and other staff members.

You will offer leadership, oversight and support to the Central Watford Kids Team, key volunteers who serve in this area of our ministry on a weekly basis. You will be able to envision and encourage this team to work out our vision, which includes faithful service to kids within Wellspring Church and active engagement with the local community.

JOB DESCRIPTION: KIDS LEADER (CENTRAL WATFORD)

1. AREAS OF RESPONSIBILITY

- Develop kid's work amongst 0-11 years old that engages with all aspects of our 'Gather, Grow, Go' strategy (see below)
- Oversee all kid's groups (preschool, Infants & Juniors) in our Central Watford location
- Serve in these groups 2 Sundays per month; on other Sundays be involved in recruitment and team development
- Plan, recruit and then provide weekly midweek outreach group for Primary-aged kids (aspirational)
- Engage with local primary schools, assemblies and classes and develop opportunities
- Identify, recruit and train team members to resource all primary-aged groups
- Oversee safeguarding processes within Kids department
- Partner with other kid's workers in Watford
- Spend time in devotional prayer and study and develop learning through mentoring relationships and training.

The Wellspring Church Centre is a dynamic environment so there will be occasions when you will be asked to carry out other duties in order to respond to the ad hoc demands that come with church life. The willingness to work toward the Vision of Wellspring Church based on our Values and the ability to keep complete confidentiality is fundamental.

2. EQUALITIES

Ensure that the Church's equality and diversity policies are followed.

3. HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to safeguarding children and vulnerable adults; health and safety; confidentiality and data protection and report all concerns to an appropriate person.

4. DISCLOSURE & BARRING SYSTEM

An enhanced disclosure will be sought through the Disclosure & Barring System as part of our pre-employment checks. Please note that additional information referring to the Disclosure Barring System is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

5. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the Vision and Values of the Church, preferably as an Active Member. All staff are required to participate in training and other learning activities, as well as in performance and development as required by the Staff Handbook and additional policies and practices.

The duties and responsibilities listed above describe the post as it is at present. On the basis of ongoing review and consultation, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

6. ORGANISATION CHART

The jobholder is managed by the Central Location Leader (or in her absence a member of the Senior Leadership Team), with whom there is likely to be daily contact.

7. JOB CONTEXT

This role has been created to develop the kids work within Wellspring Church and the wider community in line with the Vision and Values of the Wellspring Church. These events will include both Wellspring Church events and events organised by external parties (customers of the Wellspring Church Centre). Maintenance of a professional demeanour and service is important to ensure that the Wellspring Church Centre continues to generate sufficient income to fund existing activities and an expansion of out-reach activities.

8. CONTACTS

Senior Minister, Directors, Ministry Leaders, Staff, Church members, parents, children, external agencies (other professionals), contractors and other enquirers.

9. PROBLEMS AND DECISIONS

Exercise discretion in filtering e-mails, phone calls and messages for the Wellspring Church whilst ensuring that all enquiries/issues are dealt with expeditiously.

Dealing with unexpected events until the Centre Manager, in the first instance, is available failing which another senior member of staff can be contacted.

KID'S LEADER

Should you be appointed to this position, this job description would be countersigned by yourself and a member of the Senior Leadership Team.

Signed on behalf of the Senior Leadership Team _____ Date _____

Full Name of Postholder: - _____

Signature of Postholder: - _____ Date _____

PERSON SPECIFICATION: KID'S LEADER

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria	Assessed from Application Form (A) Interview (I)
Experience relevant to post	D	Experience of working with children and developing a team of volunteers	A/I
	D	Experience leading a team	A/I
Skills/Abilities/ Knowledge	E	Good numeracy and literacy skills	A/I
	E	Ability to use standard office software (Microsoft Office) and the internet	A/I
	E	Ability to work in a team	A/I
Personal Qualities	E	Ability to work without supervision	A/I
	D	Ability to communicate effectively at all levels; good rapport with people of all ages and backgrounds	A/I
	D	Ability to work effectively as part of a team	A/I
	E	To maintain a high level of confidentiality at all times	A/I
Commitment to Vision, Values and Beliefs of Wellspring church	E	Ability to understand and work on the basis of our Values and Beliefs	A/I
	E	Willingness/ability to support and promote the Vision	A/I
	D	Active involvement in the prayer, ministry and pastoral life of the Church	A/I

The information on this form will be the basis on which the applicants will be assessed for short listing purposes. Applicants must ENSURE that they have accounted for each criterion (if applicable) in the application and show they meet the criteria through using examples or evidence.

Vision Statement:

Our Vision is to see communities transformed with the love of God.

Our Strategy

We have three main strands of our strategy – three steps to bring about our Vision. They apply to us on a personal and corporate level.

GATHER. It is God's purpose to gather diverse people – from all ages and backgrounds, nations and parts of the globe, to meet with our Lord and Saviour Jesus Christ. This is why we meet on Sundays, to gather in the presence of Jesus.

GROW. We believe God is in the business of growing us to become mature and fruitful people. We are encouraged to become more like Jesus in how we speak, what we do, how we live. To help us grow we meet in small groups called Community Groups, weekly meeting for food and fellowship, encouraging one another in our growth.

GO. Our Christian faith is based on the powerful example of Jesus: He was willing to 'go' – to leave heaven and come to earth to save us. God is a barrier-breaking, border-crossing God and as we follow him, and obey Jesus' Great Commission, we are also sent to 'Go'. In Wellspring Church this involves us in our daily personal ministry at home/work, in our team efforts to reach local people and go to those 'within reach'. It also means active partnership with those serving in other nations to plant churches and transform communities.

Mature members of Wellspring Church therefore Gather on Sundays, Grow in small groups and as a result they are equipped and ready to Go wherever the Lord leads them, in his name.

Our Values

Humility – before God and with others

“Since God chose you to be the holy people he loves, you must clothe yourselves with tender-hearted mercy, kindness, humility, gentleness, and patience.” – Colossians 3:12

Honesty – what we say and how we live

“What joy for those whose record the Lord has cleared of guilt, whose lives are lived in complete honesty!” – Psalm 32:2

Expectancy – faith for the future, ready for change

“Love never gives up, never loses faith, is always hopeful, and endures through every circumstance.” – 1 Corinthians 13:7

Generosity – towards God and towards others

“Teach those who are rich in this world not to be proud and not to trust in their money, which is so unreliable. Their trust should be in God, who richly gives us all we need for our enjoyment. Tell them to use their money to do good. They should be rich in good works and generous to those in need, always being ready to share with others. By doing this they will be storing up their treasure as a good foundation for the future so that they may experience true life.” – 1 Timothy 6:17-19

Unity – one God, one vision, shared values

“Is there any encouragement from belonging to Christ? Any comfort from his love? Any fellowship together in the Spirit? Are your hearts tender and compassionate? Then make me truly happy by agreeing wholeheartedly with each other, loving one another, and working together with one mind and purpose.” – Philippians 2:1-2

Diversity – all ages, celebrating difference

“Don’t think you are better than you really are. Be honest in your evaluation of yourselves, measuring yourselves by the faith God has given us. Just as our bodies have many parts and each part has a special function, so it is with Christ’s body. We are many parts of one body, and we all belong to each other.” – Romans 12:3b-5

Tenacity – lifelong dedication

“Patient endurance is what you need now, so that you will continue to do God’s will. Then you will receive all that he has promised.” – Hebrews 10:36

Liberty – fun and freedom

“We were filled with laughter, and we sang for joy. And the other nations said, “What amazing things the Lord has done for them.”” – Psalm 126:2

Creativity – rejoicing in fresh expression

“O Lord, how manifold are your works! In wisdom have you made them all; the earth is full of your creatures.” – Psalm 104:24

Quality – giving our best to bring God glory

“Work willingly at whatever you do, as though you were working for the Lord rather than for people.” – Colossians 3:23

Our Beliefs

The following is the Assemblies of God UK Statement of Faith (with which Wellspring Church is in fellowship). These truths should be worked out and expressed in mutual love, practical Christian service and compassionate concern:

What We Believe

- The Bible is the world's best-selling book of all time. We believe it is the Word of God. It is total truth and provides us with principles for every area of life.
- We believe in One True God. We believe He is alive and wants to have a personal relationship with us. He co-exists in three Persons - Father, Son and Holy Spirit.
- We believe that Jesus is the Son of God. He was born of a virgin and lived a sinless life. While He lived on earth He performed supernatural miracles. He died to take away the sins of the world. He was crucified on a cross, buried in a tomb, was resurrected from the dead and He ascended into heaven. We believe He will return to earth a second time in the future.
- We believe man has sinned against God. Adam and Eve were the first humans and were created pure but wilfully broke God's laws. As a result all of us have sinned and need forgiveness.
- We believe there is salvation only through faith in Jesus Christ. He died on the cross that our sins may be forgiven. He was buried and after three days He was raised from the dead. Sin and death could not defeat Him.
- We believe you must be born again to go to heaven. When you put your trust in Jesus and believe in what He did for you, the Holy Spirit changes you on the inside.
- We believe in water baptism, not by sprinkling water on your head but by being fully immersed in water. In this way we follow Jesus' example.
- We believe in the Holy Spirit baptism. The evidence of the Holy Spirit baptism is the supernatural ability to speak in tongues - a language we have not learned or have known.
- We believe the Holy Spirit gives us special gifts. He empowers us and gives us the ability to do what Jesus did here on earth.
- We believe we should live holy lives. Through obedience to the principles and teachings in the Bible we can live lives that please God.
- We believe in supernatural healing. We pray for the sick because we believe God still works miracles today.
- We believe that everyone who has become a Christian should remember Him by regularly participating in communion.
- We believe in eternal life and judgement. Those who have committed their lives to following Jesus will spend eternity with Him in heaven. However those who have not will be punished for their sins.