

# The Forge Community Church

## Job Description

The Forge's mission is to help people find and follow Jesus. Our vision is to be a church community that unchurched people love to be part of. Our staff team values are openness, ambition, fun, teamwork and wholeheartedness.

<b>Title</b>	<b>Kids Director</b>
Reports to <sup>1</sup>	Senior Leader
Line manages	Solid line: Volunteer Leaders in Kids ministry
Job Purpose	To deliver compelling and effective kids work (birth to school year 5), To enhance the Forge's reputation through kids work in the local community
Job Location	Debenham Sports & Leisure Centre and your home.

### Key Responsibilities

#### **General**

- To develop, along with volunteer leaders, a strategy for Kids and an annual operating plan. The strategy and plan need to address outreach, discipleship and environments.
- Assess and report on the effectiveness and efficiency of Kids work at The Forge.
- Build volunteer teams for regular activities and for events. Recruit, inspire, support and develop volunteer leaders and helpers.
- Actively to engage parents and carers (including using social media) and support parents in parenting children for a life of faith.
- To keep the profile of Kids work high within the Adult church, including liaison with the Adults Sundays Planning Team to ensure this.
- To measure key performance indicators to demonstrate whether what we are doing is working.

#### **Sundays**

- For each age group within Kids to deliver a visibly safe, memorable and engaging Kids experience, including to:
  - Plan and publish a programme for each age group.
  - Source, curate and make ready for delivery creative, biblical, age-specific teaching material and activities.
  - Regularly be present at Tot Street, Little Village and Uptown Kids.
  - Manage rotas.
  - Enable volunteers to turn up and deliver confidently (i.e. "plug and play") by:
    - Developing and making available in good time a full programme for each series and each week;
    - Pre-loading IT devices for all age groups with all materials required;

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<sup>1</sup> See The Forge's current organisation chart to more fully understand where this role sits

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- Devising, sourcing, and boxing up materials required (e.g. for crafts) to deliver the programme;
- Proactively solicit, listen to and respond to parents' and volunteer leaders' feedback on the material and preparation.
- Ensuring all Kids environments are and feel safe and are vibrant places where kids want to be.

### **Events**

- Liaise and establish links in the community which provide opportunity for kids and their families to connect with The Forge.
- Liaise with Youth Director regarding inclusion of older kids in residential events as agreed in the annual plan.
- In line with agreed plan, organise, promote and deliver Kids events such as trips and holiday clubs.

### **Schools**

- Seek opportunities to engage with local primary schools, e.g. assemblies, school fundraisers, listening to kids reading.

### **Other**

- To be an active member of the Forge Safeguarding team.

### All Leaders:

- *To shape and deliver the vision and strategy of the Forge.*
- *To develop productive, constructive relationships with other staff and volunteers to ensure clarity and collaboration.*
- *To prepare an annual budget and re-forecasts as required for your areas of oversight, and to manage within the agreed budget or re-forecast.*

### All staff

- *To live out and communicate effectively the values and vision of The Forge, be proactive in resolving conflict and pray regularly for the work of The Forge.*
- *To comply with The Forge's Health & Safety policy.*
- *In agreement with your line manager to undertake other responsibilities to develop and exercise your gifts.*