**Recruitment Guide**

A Resource for churches as they consider employing a children, young people   
and families Minister

Date: March 2022

**Introduction**

Employing a children’s, youth or families minister can be a great way for your church to realise it’s vision and strategy to their children and young people. However, employing a minister won’t solve all the childrens’ and young peoples’ challenges you face, as line managing the person will take effort and as the ministry develops it will require more input from volunteers not less.

Employing a children’s, youth or family’s minister is a serious commitment for the church and must not be entered into lightly.

The process will need

* Prayer
* Consideration
* A vision and strategy for the children’s and youth ministry in the church
* Realistic expectations and clear aims
* A sound funding strategy
* A clear management structure
* A proper selection and recruitment process (including safe recruitment)
* Adhering to Bishop’s Guidelines

This is aimed as a helpful guide and check list but does not negate the need for professional advice. The Diocesan website has a comprehensive and detailed set of documents to support the PCC in the recruitment process.

<https://www.rochester.anglican.org/resources/human-resources/>

It is vital the Diocesan Youth and Children’s Advisors are part of this conversation as early as possible to support you as you explore employment.

**Prayer :**

Have an initial meeting to seek vision, to pray and explore what the church needs. Prayer helps us recognise our role in answering God’s call. Prayer should be a constant feature throughout the appointment and the employment process.

This time should not be rushed and it may take longer than you think.

**Consideration :**

* Why are you looking to appoint a minister for this role?
* What are you hoping to achieve?
* What are the needs / opportunities / challenges you may encounter?
* How will the role be financed?
* Meeting the missional and ministry needs of the community

The answers to these questions will help you explore different options including

* Full-time / part-time / sessional / project worker
* Taking on a trainee / student / gap year option
* Job share options

It is important to seek advice at an early point. Speak with churches that have already or are in the process of employing a worker and consider visiting other places to talk with both workers and employers and PCC’s.

Consultation with the children, young people and parents in your parish is vital to find out what they think or might want. Consider the local perspective and needs as well as any input to the local school you may be thinking of.

Discuss the issues with the existing volunteer team – it is essential to have them on-board early in the process.

See what is possible or is working well elsewhere to inform your needs, wants, vision and strategy moving forward. Take time over this part of the process.

Ensure you have read the

Bishop’s Guidelines for Commissioning & Licensing of Children & Youth Workers find then at <https://www.rochester.anglican.org/diocese/bishops-guidelines-faq/>

**A vision and strategy for the children’s and youth ministry in the church :**

Having a vision and strategy for the ministry with children and young people in the church will help to shape your requirements and expectations for this role. It will also offer the new minister a clear framework and set of aims to work to. However be flexible with your vision and allow the minister to shape it through their own particular gifts and abilities and add to the church’s vision.

This should be considered in conjunction with your Called to Grow plan and/or your existing church strategy or vision

Realistic expectation and clear aims :

* Draw up a DRAFT ‘wish list’ and person specification based upon your needs as this will be helpful in shaping a final job description and person specification
* Finalise the job description and person specification with the help of your Diocesan Children and Young People’s Advisor.

**Funding strategy** :

It is important the PCC draw up a funding strategy and budget for the role. Consideration needs to be given to make this an on-going role and if possible avoid a fixed-term contract.

This will include:

* Salary costs (or salary package)
* Employment costs, National Insurance, pension and insurances
* Work related expenses
* A working budget
* Selection and recruitment costs
* How the funding is going to be obtained and maintained.

**Management structure** :

This will give the minister confidence in their employer and line manager alongside strengthening accountability, efficiency, and outcomes. It will also offer a safety net for both the employer and employee.

The PCC is responsible for:

* Selection and recruitment
* Safe recruitment by making sure all relevant checks have been carried out.
* The minister’s job description and any changes
* An appropriate induction
* Probation
* Ensuring line management is in place
* Providing a spiritual mentor/director
* Issuing a contract of employment
* Pay and conditions
* Liabilities and insurances
* Employment contracts and contractual arrangements
* Offer and termination of employment
* Policies and procedures

Regular line management will help the worker to shape and develop their work, in line with their job description, expectations and the churches vision for the children’s and youth ministry.

The Line Manager is responsible for:

* Regular supervision meetings to help the worker to reflect and evaluate their work, celebrate what is going well, set goals and monitor targets and deal with any problems or concerns
* Being a sounding board for new ideas and initiatives
* Offering encouragement and prayer when things are not going so well
* Making sure effective channels of communication are in place
* Being an advocate for the minister with the PCC and other stakeholders
* Ensuring the minister has the resources and budget to carry out their work effectively
* Discussing any changes to job description
* Identifying any Continual Professional Development (CPD) needs
* Agreeing / signing off expenses, time off and other leave
* Carrying out annual review

On-going support will show that the employer and the church care for the minister, their well-being and the developments in the children’s and youth ministry. This may include additional pastoral, spiritual and prayer support when required.

**Selection and recruitment process (including safe recruitment)**

Set out your selection and recruitment dates and a timeframe including:

* Expected start date for the post
* Where and when to advertise the post – please inform the Diocesan Children’s and Youth Advisor who can help with this.
* Closing date for applicants
* Draw together a shortlisting criteria
* Shortlisting date and how you will inform the candidates
* Interview date
* Format of interview and who will be involved – this may include a presentation, a social event, a chance to meet your children and young people in a hands-on setting.
* If you will be offering reasonable expenses and accommodation for interview if required

You should then be able to draw up the advert and put together an employment pack for prospective candidates.

The pack might include:

* A covering letter
* Parish Profile
* The vision and aim for the post
* Dates of the interviews and time scale of employment
* The job description and person specification
* An application form

Please use the templates which can be found on

<https://www.rochester.anglican.org/resources/human-resources/>

Interviewing and employing the minister

* Agree the interview process including who will be involved on the panel & observations
* Put together formal questions & observation criteria that match the job description
* Conduct interviews and inform candidates of the outcome
* Conduct the safer recruitment process including references, Enhanced DBS check and ID check.
* Formally offer the successful candidate the post by letter
* Agree start date and request for any required personal details
* Issue the contract of employment (including the agreed probationary time)
* Conduct the start day and implement the induction process
* Implement management structures and ongoing support for the work and minister
* Review the post in relation to any probationary agreements
* Have an appraisal system in place to annually review the work and minister

The Diocesan Children’s and Youth Advisors are happy to support you in this process however we are not HR experts, so it is important that you seek some professional HR advice. The Diocesan Office does employ HR professionals who can offer advice.

As a Diocesan function and adhering to the Bishop’s Guidelines we are very happy to be involved with interviews in an advisory capacity however it is your appointment.