REV. TREVOR KEMP

VICAR AT ST MICHAEL & ALL ANGELS

Hello and welcome!

We are delighted that you have taken the time to consider this opportunity to pursue your calling with the church family of St Michael and All Angels, Blackheath Park.

Thank you for taking the time to read this pack and to reflect and pray about it.

Our vision is to see lives transformed for Jesus (and that includes you). We want to see every member of our congregation growing in faith and maturity in their walk with the Lord whether they are one year old or long into their 'retirement'. Whole life discipleship is our aim and it is particularly important for that to start with our young people. We want to introduce them to Jesus and help them to grow and mature their faith and trust in him. We want them to feel comfortable bringing their friends, we want them to go out and share the good news in their schools and clubs and wherever we can so that everyone hears the Good News of Jesus.

If you are excited by that then we want to encourage you to pray and consider if this post may be the next stage in your own faith journey. We want you to bring your gifts and your passions to this ministry. We need you to lead the young peoples' ministry here and help it flourish and grow as well as engaging more widely in mission outside the current church boundaries. Your ministry will be critical in helping our young people flourish and recognise their value within the kingdom of God.

South East London is a diverse and vibrant place to live and work, I have really enjoyed my first six months here and very much look forward to welcoming a new colleague to our church family. Historically we have very close relationships with Greenwich Youth for Christ (GYFC) and we hope not only for this to continue but that it will be an important opportunity within your ministry here, both to develop and engage through our ministry but also to help create and develop new missional initiatives in a wider area and broader context.

We know that you will come to us both with some well-developed gifts and other areas in which you will want support. We as a church recognise that your spiritual wellbeing and the development of your giftings under God are a shared responsibility and are committed to helping you continue to grow and develop your gifts as you minister here.

Once again we thank you for taking the time to reflect on this post and will look forward to exploring your calling with you and getting to know you.

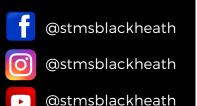
On behalf of the church family of St. Michael's,

Revd. Trevor Kemp | Vicar





Church Office | 1 Pond Road, London, SE3 9JL church@se3.org.uk. | 020 8852 1205



www.se3.org.uk

St Michael & All Angels 1 Pond Road Blackheath London SE3 9JL

Highlights

- Permanent
- Full time or part time. 35 hours pw full time or part time pro rata, hours negotiable.
- Location: Office/Administration work from home; on-site for particular activities throughout the week. Expenses will be reimbursed monthly.
- Salary: £24K-£32K (pro-rated for part time role) dependent on experience
- Career progression development, and training available in partnership with Diocese of Southwark, other related agencies, and/or by agreement support for formal higher education study.
- Benefits: Holiday, Sick Pay, Pension

Description of the church

St. Michael's & All Angels Blackheath is an evangelical church with a tradition of mission work and good links within the local community. The church is a family-centred, intergenerational community with a vibrant children and youth ministry. We are committed to a vision involving the whole church—where the children and young people seek the wisdom of the older church members, are appreciated and listened to, and are welcomed as a part of a prayerful community.

We have regular programs such as Sunday School, a youth band, youth group, and St. Michael's Children's Choir.

During Sunday service the children and young people go out into groups: Crèche (babies to 3 year olds), Climbers (3-6 year olds), Explorers (7-11 year olds), and Pathfinders (Year 7+). Each Sunday we have between 20-30 children and young people attending. The Youth Band practises mid-week once a month and leads the worship at the monthly all-age Grace Aloud service. The youth group is open to all secondary-aged young people, and currently meets monthly on a Wednesday evening for a time of fellowship and discussion. We can have between 15 to 20 young people attending Sunday morning and/or Wednesday evening.

St. Michael's Children's Choir is a weekly outreach activity, with about 30 participating children from Year 3 - Year 9. They perform at Grace Aloud services as well as other concerts throughout the school year. The church organises an annual 4-day Holiday Club, which reaches over 200 children and young people from the community. The youth ministry often connects with Greenwich Youth for Christ which encourages the youth and their leaders to socialise with other church groups in the area. We also link with the local schools through programs such as Christmas Journey, hosting carol services, and speaking at school assemblies.

Recruitment – What we are looking for

We are looking for an individual to join us as we work alongside the children and young people at St. Michael's. We want to surround our children and young people with love, create opportunities for them to encounter Jesus and ultimately build a faith that holds them up while facing the challenges of growing up. We are looking for a committed and thoughtful person with experience developing programs for and discipling children and young people in the Christian faith, willing to share their own faith with the families, in and outside of the Church itself.

While there is a core set of skills needed for the role as outlined in the job description, the right candidate will bring their own unique skills, gifts, and experiences to the position. Creativity and individuality in the accomplishment of these goals is encouraged. If you feel that your passion for children and youth aligns with the goals of our children and youth ministry, please consider applying for this position.

For further information please contact Reverend Trevor at <u>rev.trev@live.com</u> or 0207 671 8076 for an informal discussion about the role, or join us for worship!

CHILDREN & YOUTH MINISTER JOB SUMMARY CONTD.

Nature of the Role

As the Children and Youth (CYP) Minister you will be a central part of the church leadership team.

As part of the church's overall mission to **Learn, Share, and Show God's Love**, you will oversee the various children and youth programs, maintain their vibrancy, develop innovative ways to disciple the children, and expand the ministry's missional outreach.

A successful CYP minister will enter wholeheartedly into the children and youth ministry's goal of the church being a place where children, young people, and their families are invited, welcomed, and given the opportunity to encounter the living God.

The CYP Minister will also seek to encourage and empower the adult members of the congregation to interact with the children and youth—so as to build a cohesive atmosphere, where adults learn from the children as much as they teach. You will also direct and delegate tasks within the team of volunteers. The CYP minister will be passionate about sharing, demonstrating, and encouraging faith amongst the congregation and wider community. You will be expected to be a participating member of the congregation, thereby equipping you to build relationships with the whole congregation. Further details of the role can be found in the job description.

Your direct manager will be the Vicar of St. Michael's Church, with whom you will coordinate program development, personal and professional development, and other leadership team activities. You would report to the Parochial Church Council (PCC) on a regular basis throughout the year. You will also be supported by the leadership team, members of the congregation and PCC, and the opportunity to network and work with youth workers in the surrounding area.

To Apply

Send a current Curriculum Vitae (CV) with a covering letter, Confidential Disclosure form, and the names of two referees in addition to your church minister who can speak to your indicated experiences. When preparing your application, please discuss how you fulfil the requirements as provided in the Person Specification section of the job description. Please also specify what type of role you are interested in, and confirm your existing right to work in the UK.

Deadline for applications is 12:30pm Monday 3rd June 2024. Interviews will take place week beginning 10th June 2024.

Please email files as a PDF to the Vicar, Trevor Kemp, at <u>rev.trev@live.com</u> or mail to:

St. Michael's and All Angels Church 1 Pond Road Blackheath London SE3 9JL.

CHILDREN & YOUTH MINISTER JOB DESCRIPTION

Purpose of Role

Ensure the Children and Youth Ministry at St. Michael's is able to thrive and make an impact on church life and the surrounding community.

Key Functions of the Children and Youth Ministry

Teaching. Share your faith in Jesus and your knowledge of the Christian faith by teaching lessons, making church accessible, and creating fun ways for them to discover God.

Discipleship. Foster and challenge the children and young people to develop stronger and deeper roots in God, so they can lean on Him confidently wherever they go.

Pastoral Ministry. Build relationships with the children, young people, and families who come to St. Michael's. Support and care for the children, young people, and their families.

Mission. Share the Good News beyond the church boundaries

Responsible To

Vicar of St. Michael's Church and the Parochial Church Council.

Anticipated Responsibilities and Activities

Reduced duties can be discussed as appropriate to available hours.

General and Occasional

- Work with the Vicar and Wardens as a member of the church staff and ministry leadership team.
- Evolve and grow existing activities within the Children and Youth Program, especially discipleship and missional outreach opportunities.
- Facilitate closer links between the church and the families of the Children and Youth Program activities, fostering intergenerational ties, and ensuring a "whole church" atmosphere.
- Recruit, train, support, and lead volunteers for Children and Youth Program activities
- Communicate, in line with GDPR and safeguarding practise, regularly with parents and young people on useful social media platforms.
- Network and collaborate with other churches, groups, organisations, and individuals who are concerned with sharing the Christian mission among children and young people in the local community, especially connections with Greenwich Youth for Christ.
- Build links with local schools through activities such as Christmas Journey, taking assemblies, visiting classes, and hosting class trips.
- Line Management of students on placement, as necessary.
- Plan, promote, lead and organise one-off church events throughout the year such as Light Parties, Easter themed events, trips away, etc to invigorate the regular Children and Youth Program activities.
- Plan, promote, lead and organise the annual Holiday Club program in the first week of summer holidays.
- Pursue personal, spiritual, and professional growth.
- Undertake any other reasonable duties as directed by the Vicar or line manager.

Safeguarding

- Model and champion best safeguarding practice at all times.
- Co-ordinate with the DBS advisor at St. Michael's to ensure all Children and Youth Program volunteers are up-to-date with DBS certificates.
- Maintain attendance and forms for participants of children and young people activities.
- Work closely with Safeguarding officers to train current and new volunteers in best safeguarding practices, according to the Church of England's safe practice guidelines.

Sundays

- Plan and lead Grace Aloud service, our monthly all-age worship.
 - Organise youth band practices, and liaise with the Service Coordinator volunteers to encourage participation of the young people in all aspects of services.
- Strategise and oversee the children's church program, collaborating with volunteer leaders.
- Lead the young people's group on Sunday morning.
- Participate in services as a worshipping member of St. Michael's, with the potential to lead and/or preach at any service.

Mid-Week

- Manage the St Michael's Children's Choir and Chamber Choir program and team, build relationships with the participating children and families, strengthening links between the church and the Choir families.
- Develop a regular, age appropriate youth group program for young people in secondary school, nurturing the young people and helping them develop their faith.
- Collaborate with church members and families to develop new and exciting Children and Youth activities in-line with the church's mission to Learn, Share, and Show God's love.

Role Details

- Full time up to 35 hours per week; applications for part time will also be welcomed. We are happy to discuss amended duties with available hours per week. Please indicate in your covering letter what type of role you are looking for.
- Salary: £24K-£32K per annum full time, or part time (pro rata) dependent on experience.
- Due to the nature of Children and Youth activities, you will be expected to work Sundays and some evenings. Holiday will include up to 6 Sundays pa.
- 2 days off a week; must include a minimum of 24hrs consecutively.
- 28 Days of Holiday plus Bank Holidays, pro rata.
- Statutory Sick Pay will be provided for this post.
- Pension: 3% of salary paid into the Church of England pension scheme.
- Support for professional development will be offered.
- 6 months probation period
- Due to the religious nature of the role, applicants must be a practicing Christian, as part of a church that is a member of Churches Together in England or able and willing to assert its Statement of Belief.
- The church is committed to best safeguarding practices; therefore, any offer will be dependent on an enhanced DBS check before commencement.
- Any appropriate safeguarding training must be successfully completed during the probation period.
- The role is exempt from the Rehabilitation of Offenders Act. Applicants will be asked to fill out a Confidential Disclosure form. This is voluntary, but failure to submit this form will result in a rejected application.
- Applicants must have a current Right to Work in the UK.

Qualities, Skills, and Experiences will be judged through either application (a), interview questions (i), or In-situ Skills test (s).

Christian Experience

Successful applicants must be a committed Christian with a passion for Jesus and a willingness to share their faith with those around them. We would expect a successful applicant to become a worshiping member of St. Michael's.

Personal Qualities

Essential	Desirable
A genuine care for and appreciation of children and all those you have contact with, and a passion for children and youth ministry. ($a/i/s$)	
Approachable. The ability to relate well to children, young people, and their parents in order to nurture their spiritual growth. (i/s)	
A servant heart, and a willingness to learn and grow spiritually. (i)	
Reliable and an understanding of the need to act tactfully and confidentially. (i)	
Energetic, willingness to participate in children and youth activities. (s)	

Skills and Experiences

Essential	Desirable
Experience working with children and young people in paid or voluntary capacity. (a/i)	Experience working with children and young people in a church context. (a)
Ability to work with others as a flexible and constructive part of a small team. (a)	Joint National Committee qualification or equivalent certification in youth work. (a)
An awareness of good practice and legal requirements in relation to the safeguarding and GDPR of children and young people. (i)	Experience of planning and leading worship, especially All-Age services (a)
Communicating and teaching about the Christian faith with imagination, clarity, and in a variety of contexts. (a/s)	Experience or appreciation of creative arts such as art, drama, or music. (a)
Ability to lead, encourage, and develop the gifts of volunteer leaders (a/i)	Experience working with schools eg. Chaplaincy (a)
An effective manager of your own time, with good self-motivation and the maturity to cope with the pressures, successes, and disappointments of Christian ministry (a/i)	Experience of evangelism and encouraging church growth. (a)
Able to manage multiple projects, participants, and volunteers in highly organised way. (i)	First Aid Certification (a)
Familiar with current social media platforms and their use as a benefit to church ministry. (i)	Driving License (a)

how to apply by the second sec

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Deadline for applications is 12:30pm Monday 3rd June 2024. Interviews will take place week beginning 10th June 2024.

When preparing your application, please discuss how you fulfil the requirements as provided in the Person Specification section of the job description. Please also specify what type of role you are interested in, and confirm/evidence your right to work in the UK.

Please email files as a PDF to the Vicar, Trevor Kemp, at <u>rev.trev@live.com</u> or mail to:

St. Michael's and All Angels Church 1 Pond Road Blackheath London SE3 9JL.

St Michael

@stmsblackheath

@stmsblackheath

@stmsblackheath

www.se<mark>3.org.uk</mark>

St Michael & All Angels 1 Pond Road Blackheath London SE3 9JL



Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activity or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergy, as well as all Church Officers who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via DBS code of practice - GOV.UK (www.gov.uk)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.



Section A PERSONAL DETAILS This section must be completed by all applicants.

Title (Mr/Mrs/Miss/Ms/Other):	
Surname:	
Forename(s):	
D.O.B.:	
Home Address:	
Telephone No.:	
Role Applied for:	
Role Location:	

Section B Please fully complete all relevant sections.

1.	Do you have any unspent conditional cautions or	Yes	No
	convictions under the Rehabilitation of Offenders Act 1974?		
	If yes, please provide details:		



2.	Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details:	Yes □		No □
3.	Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details:	Yes □		No □
4.	Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details:	Yes □		No □
5.	Is your role deemed "home based", as per the DBS definition $^{\!$?		
CD	F v11.1 February 2023	Page 3 of 6	i.)	
6.	If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details ^{ix} :	Yes		No □
7.	If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:	Yes □		No □



8.	Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:	Yes □	No □
9.	Does your role involve engaging in regulated activity with childre	en*?	
	Yes ☐ (proceed to Question 10.) No ☐ (proceed	to Question 1	1.)
10.	Are you or have you ever been barred from work with children?	Yes □	No □
11.	Does your role involve regulated activity with vulnerable adults $^{\!$?	
	Yes ☐ (proceed to Question 12.) No ☐ (proceed	to Question 13	3.)
12.	Are you or have you ever been barred from work with vulnerable adults?	Yes □	No □
13.	Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm ^{xii} ? If yes, please provide details:	Yes □	No □
14.	Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:	Yes	No □

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

Has a child/ren in your care or for whom you have or had	Yes	No
parental responsibility ever been removed from your care,		



placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:	Yes □	No □
and/or vulnerable adults)? If yes, please provide details:		

Declaration

I declare the above information and that on any additional sheets (number attached: ___) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed

Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes) I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Date:

Please return the completed form is a separate, sealed envelope, marked private & confidential to: Revd. Trevor Kemp, St. Michael & All Angels Church, London, SE3 9JL or via secure email to rev.trev@live.com



Eligibility guidance for enhanced DBS checks - GOV.UK (www.gov.uk)

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

^{III} A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

¹⁷ Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/

^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered**.

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at

https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

* https://www.nacro.org.uk/___ https://unlock.org.uk/

DBS sample policy on the recruitment of ex-offenders - GOV.UK (www.gov.uk)

Wiii Home-based position definition and guidance - GOV.UK (www.gov.uk)

^{i*} Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

* Regulated Activity with Children in England

* Regulated Activity with Adults in England

^{xii} 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.