

# 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**

**St Michael  
& ALL ANGELS**



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



 @stmsblackheath

 @stmsblackheath

 @stmsblackheath

[www.se3.org.uk](http://www.se3.org.uk)

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

# YOUTH MINISTER

## JOB SUMMARY

### **Our church**

St. Michael & All Angels Blackheath is an evangelical church with a tradition of mission work and good links within the local community.

For more than a decade, we have enjoyed a vibrant children and youth ministry under the leadership of our previous youth minister. Now, we have the exciting opportunity to partner with someone new in strategising, overseeing and delivering programs and activities that would build the children and youth ministry at St Michael's using your God given gifts and passions.

We are a family-centred, diverse community, committed to a vision of intergenerational church –where the children and young people discuss life and faith with adult church members and worship together as a part of a prayerful community. 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.

Our regular programs currently include Sunday morning children and youth work, mid-week youth group meetings, youth AV team and youth band, the Monthly All Age service, and St Michael's Children's Choir. There is scope for the new youth minister to add, grow and develop these.

### **Personal specifications: who we are looking for**

We are looking for a Youth Minister with oversight of Children's Ministry to join our leadership team at St Michael's. We would expect the successful applicant to become a worshipping member of St. Michael's. 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.

You would be someone who:

- has a heart for Jesus
- is committed to growing your own Christian faith
- enjoys spending time with young people
- is passionate about helping young people along their faith journeys through evangelism and discipleship
- has good group management and teaching skills/experience working with children and young people in paid or voluntary capacity
- is familiar with current social media platforms and their use as a benefit to church ministry
- is committed to learning and following best practice and legal requirements in relation to the safeguarding and GDPR of children and young people

# YOUTH MINISTER

## JOB DESCRIPTION

### **Job responsibilities:**

- Engage with and support the children and young people at St Michael's so that they look forward to coming to church and mid-week activities, and eventually invite friends to join us.
- Teach the young people about Jesus so that their faith journeys are equipped with encouragement, resources, and experiences to support them in life's challenges.
- Nurture and challenge the young people in their world view so that they become disciples, developing their relationship with God and helping others get to know God.
- Share the Good News of Jesus with the wider community in outreach activities

You will plan, promote, lead and organise one-off events and regular activities throughout the year as outreach and/or discipleship.

There will be some administrative duties in the form of safe guarding and GDPR paperwork, and/or coordinating participants and volunteers for activities and events.

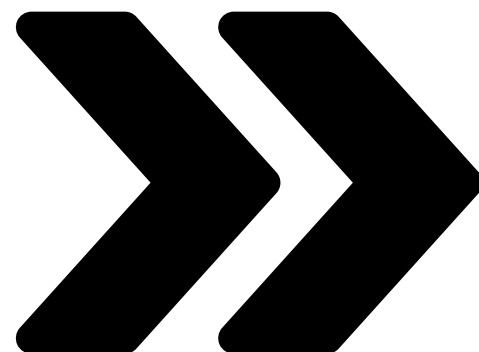
You will report to the Vicar of St. Michael's, who will support you in program development, and personal and professional development. You will be supported by the leadership team, volunteer members of the congregation, and have the opportunity to network and work with youth workers in the surrounding area.

### **Role benefits:**

- Permanent, flexible work arrangement: Full time up to 35 hours per week. Part time applications are also encouraged. 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)
- 28 Days of Holiday plus Bank Holidays, pro rata.
- Holiday will include up to 6 Sundays pa. (Due to the nature of Children and Youth activities, you will be expected to work some evenings and Sundays.)
- Sick pay
- Pension



# how 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. We are particularly interested in how you meet the requirements 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 midnight Sunday 18th August 2024.**  
Interviews will take place 28th August 2024.


Start date (negotiable): September/October 2024

**Please email files as a PDF to the Vicar, Trevor Kemp, at [rev.trev@live.com](mailto:rev.trev@live.com) or mail to:**

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

St Michael  
& ALL ANGELS

 @stmsblackheath

 @stmsblackheath

 @stmsblackheath

[www.se3.org.uk](http://www.se3.org.uk)

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



# **Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check**

## **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](http://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.



# Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

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

<b>Title (Mr/Mrs/Miss/Ms/Other):</b>	<input style="width: 100%;" type="text"/>
<b>Surname:</b>	<input style="width: 100%;" type="text"/>
<b>Forename(s):</b>	<input style="width: 100%;" type="text"/>
<b>D.O.B.:</b>	<input style="width: 100%;" type="text"/>
<b>Home Address:</b>	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
<b>Telephone No.:</b>	<input style="width: 100%;" type="text"/>
<b>Role Applied for:</b>	<input style="width: 100%;" type="text"/>
<b>Role Location:</b>	<input style="width: 100%;" type="text"/>

**Section B**  
Please fully complete all relevant sections.

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

## Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

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<sup>viii</sup>?

CDF 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<sup>ix</sup>:
- 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



# Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

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 children<sup>x</sup>?
- Yes  (proceed to Question 10.) No  (proceed to Question 11.)

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<sup>xi</sup>?
- Yes  (proceed to Question 12.) No  (proceed to Question 13.)

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<sup>xii</sup>? If yes, please provide details:

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 parental responsibility ever been removed from your care, Yes  No





# Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

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:

16. 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

### 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 in a separate, sealed envelope, marked private & confidential to:  
Rev. Trevor Kemp, St. Michael & All Angels Church, London, SE3 9JL or via secure email to  
[rev.trev@live.com](mailto:rev.trev@live.com)

# Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

<sup>i</sup> [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](#)

<sup>ii</sup> 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.

<sup>iii</sup> 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.

<sup>iv</sup> 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/>

<sup>v</sup> 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>

<sup>vi</sup> <https://www.nacro.org.uk/> <https://unlock.org.uk/>

<sup>vii</sup> [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)

<sup>viii</sup> [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](#)

<sup>ix</sup> 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.

<sup>x</sup> [Regulated Activity with Children in England](#)

<sup>xi</sup> [Regulated Activity with Adults in England](#)

<sup>xii</sup> '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.