



# Vision, DNA and Groundwork



## What's the vision?

Is the church clear on the vision it has for its work with CYF or do you want the person to come to cast a vision? If so, how will the church review and approve this and what will happen if the church does not agree with the CYF Worker's proposals? What's the DNA of your church (values, heart, priorities...)? Have the children and young people contributed to this? If the expectation is to appoint an accredited minister than the typical route would be to use the Baptists Together National Settlement process, in which case please speak to your regional minister

## What to do next

Create the Terms of Reference

[www.baptist.org.uk/Articles/368689/BUC\\_Guideline\\_Leaflet.aspx](http://www.baptist.org.uk/Articles/368689/BUC_Guideline_Leaflet.aspx)

Produce a Job Description based on what comes out of Vision & DNA. Recognising financial implication including CYF budget, appropriate salary (including pension, etc.) and training. If you only have finance available for a limited period, consider using a fixed term contract. Be clear regarding expectation, for example will preaching or leading services be a requirement

Bear in mind the requirement for safe recruiting

[www.baptist.org.uk/Groups/220758/Safe\\_Recruitment.aspx](http://www.baptist.org.uk/Groups/220758/Safe_Recruitment.aspx)

## Leadership

Is this role a strategic part of the leadership team?

If not, how does it feed into the bigger vision of the church?

What meetings are they expected to attend?

What opportunities are there for them to talk and pray with the rest of the leadership?

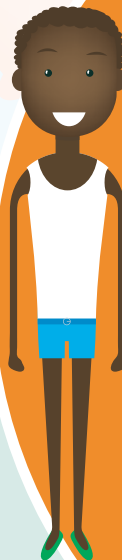
## Further Questions

What will be the role of the church meeting in relation to the appointment? Ideally the church meeting should appoint the person bringing wider ownership and stronger ongoing support.

How does the role sit within the church leadership structure?

Who will act as the line manager or key contact point for the CYF Worker and how much time will they make available for this?

Whose responsibility is it to recruit, manage and equip the team? What support - human and financial - is available for this?



# Beginning the Search

## What to do next

- Create an application form rather than asking for CVs.
- Create an advertisement (based on the job description) and consider where to advertise (locally or nationally).
- If it is an occupational requirement that the postholder is a Christian, make sure you have clearly stated this in advert and job description. (If you are unsure see leaflet LO9 [www.baptist.org.uk/Articles/368691/BUC\\_Guideline\\_Leaflet.aspx](http://www.baptist.org.uk/Articles/368691/BUC_Guideline_Leaflet.aspx)).
- Build a timetable for the advertising and interviewing process e.g. closing date, interview dates.
- Include in the job description and advert if the role is subject to a DBS check and to what level.

## Narrowing the Field

- What shape will the interview take?
- Will there be a practical element?
- Multiple interviews?
- Who will be part of the interview process – how will the children & young people have a voice into this process?

Questions should be directly relevant to the demands of the job. Don't forget to ask questions that bring out how the candidate sustains their faith, how they understand Baptist identity (however that's expressed in your church), their specific skill sets, and what support they think they would need to do this role well in your church.

Include questions that check out the applicants understanding of best safeguarding practice. Keep good records of the interviews and the decisions made.

# Offering the job

## Making an Offer

Offer the job subject to references and normal employment checks. Take up references carefully and check the right to work in the UK. Provide a written employment contract before the new person starts that sets out key terms as well as addressing accommodation, transport and any study or training issues.

## The Journey Begins

Prepare a Commissioning service and consider who to invite and involve. If you haven't done so already let someone from your association team know about the new person so that they can tap into any support that the association offers.



## First Steps

- Include an induction/orientation process which should include getting to know the role as well as familiarising themselves with the following policies- safeguarding, data protection, health & safety.
- Make sure the person is aware of the team structure and their budget. If there is a budget who manages it?
- Introduce them to significant people/partners.
- Be clear about working hours and patterns and how these will be agreed/monitored.
- Create an opportunity for them to meet parents of children and young people so they can outline their background and start to build trust.
- Make arrangements for them to attend Excellence in Safeguarding Level 2 and 3 at the earliest opportunity.



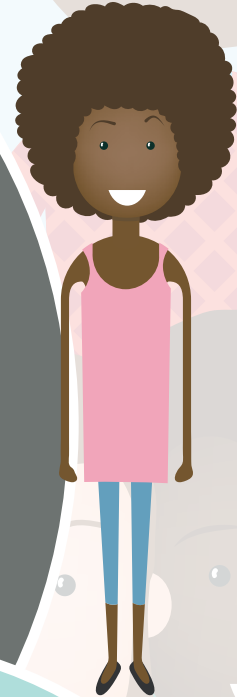
# Ongoing support

## Support

Who will be their line manager? Who will be their pastoral support? Maybe consider someone outside of the church who might be able to provide this. Other supportive roles to consider are supervision and spiritual direction. Help them access peer support through local CYF networks and association support too

## Probation Period

How long will this be? Who will do the review at the end of the period? Should there be a meeting halfway through to talk about progress?



## Appraisal

How often? What shape will this take? How will you make sure that the person has the opportunity for continued professional development?

## Connecting with the wider team

How will the CYF Worker connect to the wider leadership team? What is their role in church meetings? How often are they expected to report back on the work they are doing?



## Quick Checklist

**What's the vision?**

**Have the terms of reference been created?**

**Is the job description in place?**

**Is the budget sorted?**

**Are you bearing in mind safe recruiting?**

**Have you got an advertising plan?**

**Have you taken up references and done a DBS check?**

**Have you got the support structures for the person in place?**

**Have you worked out they will relate to the church meeting and the church leadership?**

**Have you got a commissioning service in place to celebrate the calling that's been responded to?**

**Is the induction process sorted? Does it include attending safe guarding training levels 2 and 3?**

**Have you organised a probationary period and future arrangements for appraisals?**

**Will there be opportunities for continued professional development?**

## Children, Young People and Families



## Joining the dots between church, home and community

The CYF (Children, Young people, and Families) Round Table is made up of 19 people from around our Baptist family, who have a regional or association responsibility in these areas. All of these leaders have experience, training and a passion for working with children, young people and families. For further information visit [www.baptist.org.uk/cyf](http://www.baptist.org.uk/cyf)



[www.baptist.org.uk/cyf](http://www.baptist.org.uk/cyf)