

# Faith Presbyterian Church

## *Position Description*

**Title** – Director of Family Ministry

**Position Status** – Non-Exempt Full-time (32 Hours/Week), Year-round, Salaried Position

**Work Schedule** – To be determined by program requirements and in consultation with the Associate Pastor for Youth and Families.

**Nature and Scope of the Position** – The Director of Family Ministry (“Director”) will partner with parents, the congregation at large, and church leaders in the cooperative building up of our families as primary communities of Christian discipleship within the church. By God’s grace, our goal is to do all we can to raise children to become disciples who love and follow Christ.

**Accountability** – The Director reports directly to, and is supervised by, the Associate Pastor for Youth and Families. Director is accountable to the Pastor/Head of Staff, and to the Session through the Personnel Committee.

**Responsibilities** – The Director meets regularly with the Associate Pastor for Youth and Families and the Elder for Family Ministry to facilitate the creation of a cohesive vision and discipleship strategy for families and the church.

### ***1. Oversees the Ministry of Christian Formation for Families with Children from Birth through Sixth Grade***

- Oversees all aspects of children’s Sunday-morning programs and ministries.
- Evaluates and implements curricula that support Faith’s vision of discipleship.
- Recruits, trains, guides, oversees, and encourages adult leaders and youth assistants as they serve in Sunday school classrooms and the nursery.
- In cooperation with the Associate Pastor for Youth and Families, shares in leadership of the youth ministry if need and availability are clear (for example, assisting periodically with youth programs or special events). Works with parents and volunteers to develop opportunities for growth. Plans, staffs, implements, and oversees programs for children at church retreats. Works with other leaders to design worship experiences, on Sunday mornings and at other times, that engage our youngest members, and promotes and publicizes these opportunities.
- Works with other leaders to create extended events such as Vacation Bible School and the Academy of Arts.

### ***2. Equips Parents and Others in the Discipleship of Children***

- Promotes Faith’s “Stepping Stones” in the lives of children from infancy to sixth grade by collaborating with Pastors and other leaders to equip, bless, and call parents to grow their family on the foundation of faith in Jesus Christ.
- Provides practical, accessible training events, resources, and activities for parents.
- Communicates regularly with parents to inform them about the Bible lessons planned for Sunday School and Youth Group to encourage parents and collaborate with them as they lead Bible devotions in their homes.
- Works with church leaders to promote and facilitate ministries to strengthen marriages and families.

### ***3. Oversees Management of Family Ministry***

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- Maintains and implements health and safety procedures to promote the safekeeping of all children while they attend church events.
- Completes in a timely manner all records, reports, and HR paperwork as requested by the Session, Pastors, and the Office Manager, and maintains accurate attendance records for the Clerk of Session.
- Attends weekly staff meetings and quarterly staff retreats, and meets with the Pastor/Head of Staff as needed.

#### **Relationships –**

- Associate Pastor for Youth and Families – In collaboration with the Associate Pastor for Youth and Families and the Elder for Family Ministry, the Director develops and implements the vision of Family Ministry for families, youth and children.
- Youth Nursery Childcare Providers – The Director supervises the team of nursery childcare providers.
- Adult and Youth Sunday School Volunteers – The Director provides ongoing training and feedback related to curriculum, pedagogy, and classroom dynamics to adult and youth Sunday school volunteers.
- Youth and Adult Volunteers for midweek programs or other possible events for children – The Director provides staff and resources for topical/biblical series for older children and parents to take further steps of discipleship together.
- Family & Children's Ministry Team – Along with the Elder for Family Ministry, the Director sets the agenda for and facilitates team meetings.
- Personnel Committee – The Personnel Committee obtains periodic feedback from the Director and helps with problem resolution. The Committee facilitates the Director's annual performance evaluation.
- Parents – The Director communicates regularly with parents to equip, serve, and counsel them in their role as spiritual leaders in their home.
- Session – The Director is invited, but not required, to attend Session meetings.
- Staff and Session Committees – The Director coordinates with Staff and Session committees in planning church-wide events (e.g., All-Church Fall Retreat).

#### **Knowledge, Skills, and Attributes –**

- Full commitment as a growing disciple of Jesus Christ, in both character and competency.
- Degree, course work, and/or experience in Christian Education or related field.
- Strong interpersonal networking and communication skills.
- Strength in organizing resources, tools, communication, and contacts in ministry.
- Ability to serve effectively as the Family Ministry liaison.
- Ability to work as part of a team to accomplish ministry goals.
- Knowledge of team management principles and budgetary controls.

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- Ability to maintain confidentiality and self-discipline.
- Ability to prioritize resources, especially time.
- Ability to meet deadlines.
- Deep sense of compassion for the lost, hurting, and marginalized.
- Commitment to maintaining integrity between ministry and lifestyle.