

**Job Description: Director of Family Ministry
MOSCOW FIRST PRESBYTERIAN CHURCH**

Job Title: Director of Family Ministry (30 hrs/wk, 12 month, Non-Ordained Position)

Reports to: Pastor

FLSA: \$26,000 to 32,000 per year based on experience and medical insurance benefits.

Yearly contract: January 1, 2021 through December 31, 2021

The Director of Family Ministry coordinates ministry and outreach to families and the individuals in them, focusing on children and students from birth through high school, with supervision from the Pastor and guidance from Family Ministry and Personnel Coordinating Teams. The primary responsibilities include providing appropriate avenues for faith development in children and youth, encouraging youth to know Christ and to become disciples, and engaging parents in ongoing faith development.

Objectives

1. Develop family ministry through expanding creative ways to introduce and encourage a faith/trust relationship with the triune God and expanding knowledge and experience of the love of Jesus Christ that enables faith/discipleship.
2. Coordinate activities that encourage healthy Christian relationships in families and healthy intergenerational relationships within the congregation.
3. Facilitate appropriate ministries/relationships within and outside the church that enable children and youth to develop spiritually and to grow in faith as disciples of Jesus.
4. Explore and engage in ways to serve families in our community showing God's love for all people. Help each age group and family within the church accept and embrace God's love for all people.

Duties and Responsibilities

1. Plan and develop avenues for spiritual development, discipleship, and worship that are appropriate, engaging, and inspirational to children and youth, accommodating different learning styles, levels of comfort with both online and in-person participation in group communication, and needs for both virtual and physical activity.
2. Oversee and empower relationship-building that engages children, youth and their families in the Christian faith/life of the church and in personal spiritual growth.
3. Represent our church in outreach to students and families in our community, facilitating our sharing of God's love beyond the church walls.
4. Participate, and encourage congregational involvement in Family Ministry meetings and events and in intergenerational relationship-building activities. Carry out creative and joyful activities to integrate children and youth into the life of the church.
5. Participate in scheduled church staff meetings and engage in the activities of the congregation. Supervise all aspects, including staffing of the nursery and childcare during church services and other adult-oriented activities. Serve as a liaison to the onsite Moscow Day School.

6. Coordinate recruitment, organization, training, and encouragement for volunteer leadership in Family Ministry.
7. Provide for and engage students in leadership and listen to students' feedback on the ministry provided.
8. Plan mission activities with youth and coordinate youth participation in adult mission opportunities. Coordinate and encourage summer camp opportunities for children and youth.

The above statements are intended to describe the general nature of the job and principal responsibilities required. Other duties and responsibilities may be assigned as necessary.

Knowledge, Skills and Abilities Required

The Director of Family Ministry will have:

- A solid foundation in Christian faith, in Christian education, and in spiritual development concepts.
- An ability to support *Godly Play* as a curriculum option and be willing and able to lead Bible studies for a variety of ages that are welcoming and relate especially to children and youth.
- Skills to organize and energize people and programs that meet the mission and purposes of Moscow First Presbyterian Church.
- Some combination of academic education, faith development experiences, and professional work relating to the objectives, duties, and responsibilities of this position.
- Ability to establish and maintain effective working relationships with the Pastor, elders, deacons, staff, church members, the Presbytery, suppliers, and the general public.
- Experience and skills in verbal and written communication with children, youth and parents.
- Willingness to become knowledgeable about church policies, procedures, programs and facilities.
- Ability to work independently, meet program needs and be flexible in performing functions of this position, including hiring and supervising the nursery workers.

Mandatory Reporter

Any employee of a daycare center or child-care facility is considered a “mandatory reporter” under state law and, as such, MUST report any signs of possible abuse.

Working Conditions

Working environment is often at the church building, however, may involve mission trips, camping trips or other special retreats or travels. Children and youth are rambunctious, and this position requires the ability to participate in children's and youth activities that extend beyond the church walls and that involve semi-strenuous physical activity.

Annual Performance Review

This document will be reviewed annually by the employee, the Personnel Committee and the Pastor to ensure that it accurately reflects the position and the respective portion of the church budget including salary compensation. The review will include an evaluation of working relationships and job performance with the pastor, Family Ministry and Personnel Committees.