

PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Director of Family Ministry - Assistant Pastor

Principal Function

To lead the Family Ministry team (the staff of PCC Children and PCC Youth) in gathering, growing and sending the children and youth of PCC (ages 0-18). To accomplish this goal by

- 1) Providing executive oversight for the PCC Children's Team (serving ages 0 – 4th grade), and
- 2) Providing executive oversight for the PCC Youth Team (serving 5th – 12th grade)

Specific Responsibilities

I. Lead the Family Ministry Team, including

- Lead the Family Ministry staff team in creating vision, mission, and strategic plans for Family Ministry
- Lead Family Ministry team meetings (monthly, or as needed) to encourage staff, cast vision, develop staff, plan activities and review progress on strategic plan
- Work with PCC staff and pastors to provide pastoral care to families in need (including meeting with families as needed)
- Serve as a spokesman and enthusiastically promote Family Ministry to the broader congregation
- Provide financial oversight for the Family Ministry ministries, including overseeing the creation of annual budgets, reviewing monthly budget reports, and approving budget change requests
- Oversee the ongoing implementation of Safety Policies for PCC Children and PCC Youth
- Ensure staff are effectively communicating the vision, mission and program activities of Family Ministry to the parents of children and youth
- Work with other pastors on staff to engage and equip parents on topics relevant to the Christian nurture and discipleship of their children and youth (family worship, handling discipline, etc.)
- Creating team members' job descriptions and aligning those job descriptions with strategic goals

II. Provide Executive Oversight for PCC Children, including

- Supervise the Director of PCC Children, including:
 - Shepherding PCC CM staff in their walk with Christ and their personal and professional development
 - Meet weekly or every other week as needed to encourage, review progress on strategic goals, and plan

- Assist in selecting children’s curriculum which is Biblical, theologically sound, and engaging for the children
- Assist in planning teacher trainings that will be practical, engaging and Spiritually beneficial for CM teachers
- Conduct annual Performance Review for Director of PCC Children
- Assist in creating and implementing a staff development plan for the Director of PCC Children
- Work with Pastors in caring for and equipping the parents of PCC children
- Attend part of PCC Children’s Team weekly meeting and be accessible to PCC Children staff members

III. Provide Executive Oversight for PCC Youth, including

- Supervise the Director of PCC Youth, including:
 - Shepherding PCC Youth staff in their walk with Christ and their personal and professional development
 - Supervise PCC Youth staff in their work and progress on strategic goals
 - Assist in developing a plan for discipling youth through regional small groups and Bible studies
 - Assist and support Youth team in planning for Retreats which deepen the relationships PCC youth have with Christ and with one another (present vision is to have two per year)
 - On occasion attend mission & service projects which engage students in serving Christ and their community (present vision is for a week-long project in the summer and shorter, one-day or half-day events during the year) to support Youth team
 - Assist Director of Youth in researching all curriculum used in PCC Youth teaching venues
 - Approve all curriculum uses in PCC Youth teaching venues
 - Assist in developing a structure that connects leaders to youth
 - Assist Director of Youth in integrating/incorporating youth into the life of the church
- Attend part of the PCC Youth’s Team weekly meeting and be accessible to the PCC Youth staff members

IV. Other Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation
- Be a member of Pacific Crossroads Church, or plan to become one within 2 months of employment
- Attend all of the weekly worship services at Pacific Crossroads.