

Job Description  
Director or Minister of Family Ministry

Covenant Presbyterian Church of Fort Smith, AR is seeking a Director or Minister of Family Ministry. Please direct all inquiries to John Clayton at [jclayton@cpdfs.org](mailto:jclayton@cpdfs.org).

**POSITION:** Director/Minister of Students and Families

**SUPERVISED BY:** Senior Minister

**QUALIFICATIONS:**

- Possess and maintain a growing personal walk with Christ through committed bible study and prayer.
- Exemplify a servant's heart and a teachable spirit.
- Demonstrated ability to recruit, train, develop and build teams, as well as being a team player.
- Experience in ministry to children and youth and significant life experiences in similar/relevant roles.
- A passion to create an environment for spiritual growth among families with a special focus on the children and youth of those families.
- A self-starter with demonstrated effectiveness in leadership and administration.
- Ability to clearly communicate the Gospel to people, especially children and youth.
- For a Director, a minimum of a Bachelor's degree.
- For a Minister, a Master of Divinity or comparable degree, and ordination (or ordain-able) in the Presbyterian Church in America (PCA).
- Subscription to the Westminster Confession of Faith and Catechisms.
- Church membership is required.

**PURPOSE & GOALS:**

The Director/Minister of Family Ministries shall be recommended by the Senior Minister, called by the Session, and shall be responsible for developing, planning, and coordinating the entire family ministry of the church, under the direction of the Senior Minister, as approved by the Session.

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Family Ministry, as used here, is defined as ministry directly to the covenant children of the church from birth through high school in conjunction with a cultivated supportive partnership with the parents seeking the mutual nurture of our covenant children.

The Director/Minister of Family Ministry is to lead, organize, and structure, and create as needed, the Nursery, Children's, Junior High, and Senior High Ministries in such a way as to make disciples of the Lord Jesus Christ in an atmosphere that is challenging, exciting, creative, and inviting. This person shall oversee all activities and maintain primary responsibility. This person shall maintain contact with children at all levels and parents and coordinate activities of all family ministries teachers and volunteers.

Furthermore, this person will pursue the discipleship of children in the church, and their further integration into the fellowship, develop and implement programs that serve the children of the church and foster their integration and spiritual growth, oversee children's and youth discipleship ministries in the church, and foster an integrated and comprehensive program of discipleship for the families of the church and community.

**DUTIES / RESPONSIBILITIES**

- Love the children and parents of our church, live the Christian life out before and with them, proclaim to them the Gospel, teach them the truth of Scripture, pray fervently with and for them, cultivate a Gospel-derived discipleship among all the children, invest in cultivating the spiritual maturity of those with evident potential for leadership and service, assist, encourage and support parents in the Christian nurture of their children.
- Plan and execute a carefully conceived program of ministry to and for all age levels during the course of the year.
- Communicate efficiently, effectively, constantly, voluminously, and variously with our parents and children, and see to it that all teachers and volunteer workers do as well, ensuring that our parents are well informed of all activities, opportunities, responsibilities, needs, and in other calendar-related matters.
- Cultivate appropriate parental participation in and support of the Family Ministry, and develop other members of the congregation for involvement.
- Serve as a spokesman and enthusiastically promote Family Ministry to the broader congregation.
- Maintain an office and keep certain working hours as determined by the Senior Minister.
- Maintain a close relationship and fellowship with the students and families of the church.

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- Encourage a Gospel unity and fellowship among the families of our church. Discourage and refrain from participation in the formation of small cliques or favorites among children and youth.
- Responsible for Sunday morning programming including scheduling teachers, nursery and childcare staffing, and for other ministry events requiring nursery and childcare coverage.
- Responsible for completing background checks, personal reference checks, staff safety training, and all other child protection policy requirements
- Oversee curriculum and program development in conjunction with the parents.
- Ensure all children, nursery, and childcare volunteers have needed supplies and equipment.
- Maintain attendance and check-in records as needed
- Train volunteers and workers as needed
- Assist in worship services when assigned by the Senior Minister.
- Coordinate the Family Ministry program with all other ministry areas (for example, Music/Media) in the church so as to avoid conflicts.
- Cooperate fully with church staff in carrying out the work and policies of the church.
- Provide financial oversight for the Family Ministry ministries, including overseeing the creation of annual budgets, reviewing monthly budget reports, and approving budget change requests.
- Prepare and submit to the Senior Minister a quarterly progress report outlining and evaluating progress made and goals obtained during the preceding quarter.
- Perform with joy and excellence any other duty or responsibility as assigned by the Senior Minister or requested by the Session.
- A state and national background check and a complete drug screening will be performed for all applicants.

Approved by Session 8/6/17