

TRINITY PRESBYTERIAN CHURCH
PURCHASE, NY

DIRECTOR OF FAMILY MINISTRIES

Job Title: Director of Family Ministries

The primary role of the Director of Family Ministries is to lead our ministry programming for elementary, middle & high school students at Trinity Presbyterian Church.

Accountability Relationships

1. *Relationship to Senior Pastor:* Like all staff, the Director of Family Ministries serves under the leadership of the Senior Pastor. Relationships of friendship, collegiality, and accountability are to be expected among the church staff. The Director of Family Ministries is to attend regular staff meetings on Mondays.
2. *Relationship to the Executive Pastor Director:* The Director of Family Ministries will report directly to the Executive Pastor in order to set goals, organize the ministry, and for regular coordinating meetings. The Youth Ministry Director will attend the Executive Pastor's weekly staff meeting and other meetings as needed.
3. *Termination of employment:* The Director of Family Ministries serves under the direction of the Executive Pastor, who, with the support of the Senior Pastor and in consultation with the Session, may terminate the position.

Responsibilities

The ministry of the Director of Family Ministries has the following responsibilities:

Children's Ministries

1. Oversee the paid staff and volunteers in the infant and toddler nurseries.
2. Lead in the recruitment and training of volunteers, including teacher and helpers for Children's Church & Sunday School classes.
3. Plan, purchase, distribute, and review curriculum for Toddlers, Children's Church, Kids' Club (Sunday School for younger kids), and Fourtify (4th/5th graders).
4. Work with Sunday volunteers to make sure that teachers know the curriculum they are to teach, have the tools and training to teach the children effectively, and to meet regularly (at least twice a year is recommended) to review progress and assess any challenges.
5. Report any Sunday volunteer needs, concerns, or problems to their supervisor, who shall assist in helping address these needs and concerns.

Children's Choir

1. Restart, in time, our Children's Choir through direct leadership or the recruitment of gifted volunteers.
2. Facilitate the morning Sunday School rehearsals for Children's choir during the regular ministry year. Sunday School currently meets from 9:00am – 9:45am and does not meet during the summer.

3. Organize the annual Christmas Pageant by leading parent volunteers, coordinating costumes and set needs, leading the music, and assigning roles.
4. Facilitate processions during special feast days, and special music performances (a minimum of 2) throughout the ministry year.

Youth Ministries

1. Plan and promote ministries to middle & high school students (and their families), including regular youth group meetings, fellowship events, retreats, etc.
2. Attend and lead weekly high school and middle school youth groups.
3. Develop and lead a team of volunteers who assist in the youth ministry.
4. Plan, purchase, distribute, and review curriculum for the middle & high school Sunday School classes.
5. Work with Sunday School volunteers to make sure that teachers know the curriculum they are to teach, have the tools and training to teach the students effectively, and to meet regularly (at least twice a year is recommended) to review progress and assess any challenges.
6. Report any Sunday School volunteer needs, concerns, or problems to their supervisor, who shall assist in helping address these needs and concerns.
7. Regularly meet with high school students for discipleship and fellowship.

Other Responsibilities

1. Maintain children, youth and family contact information in the church database. This database is to be used for recording attendance, and contacting teachers, volunteers, and parents.
2. Maintain budgets and budget reports.
3. Attend the quarterly Ministry Community Meetings (MCMs), and provide updates as required.
4. Attend other leadership meetings as needed.
5. Oversee annual background checks for teachers and volunteers.
6. Assist in the Fourtify ministry (4th & 5th Grade) as needed, as this is the "stepping stone" to the youth group (Sundays from 10:15-10:45am).
7. Communicate regularly with parents and students.

Job Requirements

The Director of Family Ministries shall work within the following general guidelines:

1. The work week would normally be approximately 40-55 hours per week, although weeks with more hours may at times be necessary. The DFM is expected to take a day off (as most of Sunday is a work day), and in weeks when this is impossible (or work has exceeded 55 hours), to take an extra day off as soon as possible thereafter.
2. The DFM shall receive regular holidays and two weeks paid vacation.
3. Items purchased for ministry use shall, subject to budgetary limits, be purchased by the church.
4. Ministry-related travel (outside of ordinary commuting and local travel) shall be reimbursed by the church.
5. The Executive Pastor shall review and evaluate the work of the DFM, with the assistance of the Session and other relevant ministry leaders as needed. Formal performance reviews shall be conducted annually.

Education & Experience

1. The Director of Family Ministries should have experience in effective leadership in ministry with children and with youth.
2. Experience in leading and instructing children in music and singing is a plus, but not required.

3. The DFM should possess at least a bachelor's degree, and additional studies (especially in ministry or education) is, while not required, a plus.
4. The DFM needs a proven track record of effective ministry and sound character.
5. The DFM will be required to be a member (or associate member) of Trinity Church.
6. Ordination is not a requirement. This is not an assistant pastor or associate pastor position, *nor is this is not an ordination track opportunity*. Any qualified person may apply.

*Please send your CV's to Rev. Mark Swanson at markswanson@trinitychurch.cc