Assistant Pastor of Family Ministry

Hudsonville Reformed Church (PCA)

Effective Date:	January 06, 2025
Job Classification:	Full Time; Salaried
Reporting Relationships:	Session; Associate Pastor
Send Application to:	cdegraff@hudref.org

Position Overview:
The Pastor of Family Ministry is to serve as the administrator for all family ministry from birth through college/young adults/marrieds. Will provide vision, energy, oversight, and direction of ministry within these areas. This person will create and promote a vision for families to fully love God, love people, and make disciples within their spheres of influence in the church and community.

General Job Description

Family Ministry (75%)

- Oversee Children's Ministry (ages birth through 5th grade):
  - Oversee staff and volunteers including Children's Ministry Coordinator; Nursery Coordinator; GEMS Coordinator, Head Cadet Counselor.
  - Be sure each ministry team is appropriately constituted. Meet with each coordinator regularly for prayer and encouragement. Ensure that each team is functioning effectively.
  - Develop a cohesive and comprehensive ministry schedule.
  - Oversee training and equipping of teachers and leaders.
  - Oversee, support, and evaluate the effectiveness of all children's ministry programming.
- Oversee and lead Young Adult & Young Married Ministries.
  - Build and implement relational ministry and discipleship.
  - Mentor and equip leaders and ministry teams.
  - Provide, facilitate, and encourage community and discipleship.
  - Meet with and disciple young adults and young married couples.
  - Provide opportunities for young married couples to grow in marriage and parenting.
- Seek opportunities to partner with and/or be a resource for other ministries and churches.

Preaching, Teaching, Counseling, Pastoral Care (15%)

- Preach occasionally at HRC in consultation with the Senior Pastor; assist in leading aspects of worship services at HRC; teach Sunday School classes in consultation with other pastors; pastoral care and counseling; available to lead or assist in funerals or weddings.

Administrative (10%)

- Regularly participate in staff and ministry leadership team meetings.
- Assist with assimilation of guests/new members when needed.
- Attend Session meetings when requested.
- Maintain involvement in presbytery and denominational activities.
- Participate in evaluation of staff and volunteers as part of yearly reviews.
- Development and management of the budgets within area of ministry.
- Oversee and carry out the Child Protection Policy and background checks.