

Director of Family Ministries			
REPORTS TO:	Senior Pastor	EFFECTIVE DATE:	May 2023
STATUS:	Full Time (40 hours/week)	FLSA:	Exempt
CORE VALUES			
<ul style="list-style-type: none"> • Integrity • Development • Inclusiveness • Self-Awareness 		<ul style="list-style-type: none"> • Discernment • Spiritual Care • Initiative • Cooperation 	

RESPONSIBILITIES

The goal of this position is to lead families and their children (birth-12^h grade) to deeper levels of relationship with Christ and understanding of Christianity. This includes but is not limited to equipping families, recruiting and training volunteers, and providing a stable and welcoming environment to children from within the church as well as those outside. The Director of Family ministry will advise CHPC leadership, equip covenant partners, and implement the necessary programming to ensure a flourishing multi-ethnic family ministry.

SPECIFIC DUTIES

General & Administrative

- Participate with College Hill Presbyterian Church staff as is appropriate to a director-level position. (attend staff meetings, collaborate on churchwide events, etc)
- Manage budget to support ministry priorities and make decisions to keep the ministry in alignment with the budget
- Perform and oversee all administrative duties necessary for the position
- Ensure that all adults working with children and youth have received training in child safety and have been appropriately screened.
- Continue to develop CHPC Family ministries - 3C's Preschool, Jesus University dance ministry, and Whiz Kids tutoring ministry.

Communication

- Inform CHPC staff of regular ministry updates, challenges, and opportunities
- Provide regular communication to families in the church as well as church ministries (3C's, Whiz Kids, Jesus University)
- Provide monthly ministry updates for the church at large via church newsletter.

Vision

- Work with the pastors, church staff, and ministry volunteers to set vision, direction, and goals
- Assess and maintain weekly programs for their effectiveness and fidelity to the church's vision.
- Evaluate programs, seek feedback from staff and volunteers, and discontinue ineffective or suboptimal programs.
- Communicate vision for Family ministry to families, children, the church, and the community of College Hill.

- Partner with parents/guardians to develop, present, and regularly evaluate curriculum which is faithful to scripture and the reformed traditions and belief
- Create a blueprint for and implement summer ministries that reflect the church's priorities and the community's needs

Volunteer Partnership

- Recruit and train new volunteers to minister to children of the church
- Support and provide continuing development for current volunteers
- Provide regular feedback and appreciation for ministry volunteers

Children's Ministry

- Provide resources, support, and assistance to parents as the primary developers of faith in their children through special workshops and training events. Develop offerings that help parents engage with their children at various levels of development.
- Engage with all families and students currently connected to College Hill Presbyterian Church
- Develop a working knowledge of children and their families in the church and community and provides appropriate support and pastoral care in conjunction with our existing church staff and referral services
- Find new and innovative ways to reach families that are not connected to the church
- In partnership with other church ministries, lead children and their families into the experience of a personal relationship with God through a variety of vibrant, meaningful, appropriate, high-quality worship, service, and fellowship opportunities
- Provide all necessary support for teachers and volunteers
- Oversee the Student Ministry Leader
- Attend appropriate children's ministry trainings, both in-person and online, as part of continuing education and new skill development/refinement.
- Be present on Sunday mornings to oversee all children's classes/activities, as well as to help with and participate in worship.

QUALIFICATIONS

- Exhibit a growing faith in Christ, grounded in Scripture
- Demonstrate a passion to minister to families and their children
- Enthusiastic team builder with the ability to equip others
- Innovative in ministering to the changing needs of our church and community
- Physically able to meet the demands of the job
- Creative ability to adapt and develop curriculum when necessary
- Organized administrator with good time management skills
- Comfortable delegating responsibilities
- Knowledge and skills in information technology including computer and social media
- Bachelors' degree or above—coursework in child development desired
- Two or more years of leadership experience in Christian education