

**Meridian Presbyterian Church**  
4150 N. Highland Ave.  
Butler, PA 16001

**Assistant Pastor/Director for Family Ministries (updated 6/19/18)**

**The role of the Assistant Pastor/Director for Family Ministries is to assist the Senior Pastor and staff in overseeing the ministry of discipleship and spiritual formation for adults, youth and children of MPC.**

**The Assistant Pastor for Family Ministries will work alongside clergy and elders to carry out this mission as a member of a team in ministry.**

**Responsibilities**

1. Develop relationships with members of the church that fosters healthy spiritual growth in all age ranges, specifically, but not limited to, youth and parents.
2. Create new opportunities for adult discipleship through Bible studies, small groups, and traditional Sunday school classes.
3. Oversee, develop, and plan evangelistic outreach within the context of his or her area of ministry.
4. Organize teaching schedules for Sunday school and Jr. Church, as well as adult discipleship opportunities, while recruiting and equipping new teachers and small group leaders with the Sr. Pastor.
5. Engage people at all levels while pushing the importance of personal spiritual development.
6. Identify both short term and long term goals while developing an overall vision and purpose for youth and family ministries at MPC that fit within the context of the church's overall vision and mission.
7. Organize and lead church retreats with the Sr. Pastor.
8. Plan and organize confirmation classes for youth.
9. Maintain defined weekly office hours making sure one consistent day a week is set apart for Sabbath rest.
10. Sit on the discipleship and worship committee of session as the staff liaison for discipleship.
11. Lead and administrate the VBS program and organize volunteers from the church membership.
12. Administrate summer programs for youth and families that are ongoing and sustainable.
13. Participate regularly in worship including preaching (8-10 times per year at the discretion of the Sr. Pastor), leading children's sermons, junior church, and participating in liturgy.
14. Sit on the Board of Deacons on behalf of the pastoral staff.
15. Connect and witness with youth and families within the Meridian/Butler community.

**Supervision**

1. The Assistant Pastor/Director of Family Ministries will report weekly to the Sr. Pastor.
2. Communicate with office staff regularly.
3. Report to the church session regularly with monthly updates, progress reports, and vision for your areas of ministry.
4. Subject to yearly review with the Sr. Pastor and Personnel Committee.

**Compensation**

1. \$40,000 per year.
2. ECO sponsored retirement contribution (10%)
3. Cell phone reimbursement up to \$100/mo.

4. 4 weeks vacation (4 Sundays)
5. 2 weeks study leave (2 Sundays) and up to \$1,200 per year of continuing education expenses.
6. IRS rate mileage reimbursement for church related business. (Does not include commute to and from the church)

**If you're interested please submit to [PastorSteve@MeridianPres.org](mailto:PastorSteve@MeridianPres.org) a cover letter, resume, and 1 page bio telling us a little about yourself, your sense of call, and what you're looking for in a church.**