

Director of Family Ministry - Full Time | Memorial Presbyterian Church, West Palm Beach, FL

Respond to info@gompc.org

Website: www.gompc.org

TITLE: Director of Family Ministries/ Assistant Pastor for Family Ministry

PURPOSE: To follow and serve Jesus Christ and Memorial Presbyterian Church by providing discipleship, leadership and oversight to our family ministries, with primary focus on our children's, middle and high school ministries.

ACCOUNTABILITY: The Head of Staff is the direct supervisor for this position.

RESPONSIBILITIES:

Generally

The position requires a mature individual with an outgoing, enthusiastic personality and a good sense of humor. Because of the growth in the children's ministry, this role will continue the building process of a more robust children's ministry working with our current children's ministry team. This person will also help to build and will oversee the middle and high school ministries. This person must be a team player, with a heart for working with fellow staff members and lay volunteers. He/she must be a confessing Christian and show an unconditional love for children, youth and their families. A love of teaching God's Word and building relationships with parents and their children is critical. He/she must be an effective communicator as well as a professional and positive role model.

MPC's Children's Ministry (age 0-5th Grade) currently has both a part time director and a part time assistant director who will work collaboratively with the person in this position. Both will report to the Director of Family Ministry.

MPC currently has a part time youth director. This position will also report to the Director of Family Ministry. The middle and high school ministries will initially be a principal area of focus as we look to establish and grow these areas of our ministry.

Specifically

Relating

1. Meet, mentor, encourage and disciple children and youth of Palm Beach County.
2. Build relationships by interacting with families outside of church.
3. Encourage Sunday worship and ministry related participation.
4. Visit schools and attend sports, dance, theater and music activities.
5. Be involved in the community.
6. Connect with parents and aid them in the discipleship of their children and youth.
7. Recruit, orient, train and recognize children & youth leaders
8. Network with others doing children & youth ministry within the community

Programing

1. Work with the Children's Ministry team on the Sunday School curriculum for the children younger than middle school, and provide oversight
2. Oversee the ministries of middle and senior high school ministries
3. Provide periodic workshops for parents and children/youth
4. Assist with Vacation Bible School and coordinate youth involvement
5. Be available to teach and help lead Sunday worship as requested

Communicating

1. Communicate with parents and students in person and by phone, text, email and social media.
2. Create and send emails with announcements and event information.
3. Update staff and website with announcements and event information.
4. Update and maintain student and parent contact information.
5. Assist in Worship leadership as directed by Head of Staff
6. Occasional Teaching and Preaching as directed by Head of Staff

Organizing

1. Perform event and trip planning including reservations, contracts, transportation, sign-ups, waivers and logistics.
2. Track and ensure payment collection from participants.
3. Coordinate ministry schedules; create and maintain calendars.
4. Recruit, coordinate and mobilize volunteer and intern leaders; facilitate coaching and training.
5. Manage digital photos and videos for students and staff and update social media.
6. Organize and attend community service opportunities and document student service hours.
7. Make recommendations and manage annual budget for children & youth within guidelines
8. Be in communication with the Children & Youth elder from Session

Planning

1. Assist with strategic direction and planning for the Church and its Family ministries.
2. Facilitate family integration into the larger church body and promote intergenerational community.
3. Create a seamless transition for students from elementary school to middle school and to high school.
4. Develop or select curriculum and provide resources and materials to students and leaders.

Physical Requirements

- Walking
- Standing
- Sitting
- Lifting (25 lbs.)
- Kneeling
- Hearing
- Vision
- Speech

SUPERVISION OF OTHERS: This position will require the recruitment of volunteers and interns.

SCHEDULE: This is a full-time position that will require a great deal of dedication and time invested in children, youth and their families. Work hours will be flexible and will be determined together with the Head of Staff and may change. The normal work week is Sunday through Thursday, though there will be other responsibilities on some evenings, Fridays and Saturdays.

REQUIREMENTS:

1. An outgoing personality, with excellent communication and social skills.
2. Bachelor's degree in related field
3. A robust understanding and love of the Bible.
4. Experience working with students.
5. A love and a calling to disciple students and families.
6. A desire to be part of an encouraging, transparent and fun team.

HIGHLY DESIRABLE:

1. Graduate level study and training in ministry.

THE CHURCH AND COMMUNITY:

Memorial Presbyterian Church (MPC) is located on the campus of Palm Beach Atlantic University just south of Downtown West Palm Beach Florida.

Our church is characterized by its focus on the grace of Jesus Christ and warm fellowship. MPC enjoys wonderful ministries to children, youth, families and seniors. The staff of MPC is characterized as Christ-centered, Evangelical and Reformed with a strong emphasis on relationships within the church and in the community.

RESUMES:

We often start our selection process by calling references. With your resume, please send a reference list which includes current and former pastors, one former and one current supervisor, one current or former co-worker, and a long-term friend who is familiar with your work.

CONTACT:

RESUMES MAY BE SENT TO INFO@GOMPC.ORG

For an application or more information, contact:

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Info@gompc.org

www.gompc.org

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