

First Presbyterian Church
37 S 5th St, Reading, PA 19602
www.fpcreading.org

**Director of Family Ministries
Job Description**

First Presbyterian Church of Reading, Pennsylvania is looking for a part-time Director of Family Ministries to cast and implement a vision for comprehensive family discipleship. The Director of Family Ministries is responsible for recruiting and developing teams of volunteers, developing an effective strategy, and organizing ministry for our children and students aged birth – through 12th grade. We are looking for someone with a strong personal faith in Jesus Christ, a desire to nurture such a faith in others, and a genuine call to this type of ministry.

Reports to: Senior Pastor

Hours: Approximately 20 per week

Compensation: Commensurate with experience, range of \$12 to \$15 per hour; benefits are not available at this time, but we hope for the position to grow into full-time in the near future. If the candidate is a highly qualified student or recent graduate, we can assist with housing and tuition as well.

Start date: Immediate

Qualifications:

1. A strong personal faith in Jesus Christ and character that is above reproach
2. Must take initiative and be intrinsically motivated
3. Adherence to the doctrines of the Reformed Faith, especially as expressed by our denomination, the Covenant Order of Evangelical Presbyterians
4. A genuine calling and giftedness for student and children's ministry
5. A love for people and the ability to relate to all ages, thereby fostering intergenerational relationships
6. A minimum of a bachelor's degree in Youth Ministry, Christian Education, or a related field, and experience in children and youth ministry. Students working toward completion of a degree in these fields are welcome to apply
7. Able to consistently maintain Christ-honoring relationships in both professional and personal lives
8. Proficiency in computer technology and social media
9. Effective organizational, communication, and writing skills
10. Experience working with committees, recruiting volunteers, and training leaders
11. The ability to hold things in confidence
12. The ability to pass a background check

Responsibilities:

1. Recruit for and organize nursery schedule
2. In conjunction with senior pastor and in accordance with the overall vision for the church, select age-appropriate curriculum for Sunday morning worship and Sunday school, ages 3 through 5th grade
3. Serve as primary communicator/discipler for student ministry, grades 6th through 12th
4. Recruit volunteers and develop teams to augment all ministry efforts
5. Plan and administer all safety/security training, including background checks
6. Equip parents to be the primary disciple-makers of their children
7. Develop comprehensive plan to engage students outside of Sunday morning worship
 - o Plan mid-week social events
 - o Develop relationships with students through attending extracurricular activities
 - o Be available and accessible to students
8. Equip students for outreach and service
 - o Plan and hold community service events
 - o Organize outreach initiatives to help students share the gospel
9. Attend staff meetings and develop strong working relationships with other staff members
10. Communicate with parents, other staff, elders, church membership for the purposes of informing and equipping
11. Perform organizational and administrative tasks with excellence, including but not limited to:
 - o Purchasing supplies
 - o Maintaining a budget
 - o Advertising
12. Other duties as required

FPC is in a season of dynamic change and revitalization. We are passionate about our children and students, and hope to connect with emerging generations in new and creative ways. The new Director of Family Ministries will have freedom to pursue new initiatives and develop new strategies in partnership with the senior pastor. Our chief concern is to immerse our children and students in the good news of Jesus Christ, and we are willing to explore a variety of avenues to realize that goal.

Applicants: Please send a cover letter, resume, and references to fpckids@fpcreading.org.
For more information about the church please visit www.fpcreading.org.