

Director of Family Ministries

First Presbyterian Church of San Anselmo

First Presbyterian Church San Anselmo is a progressive, inclusive faith community blessed with meaningful worship, people who care for one another, diverse ministries for all ages, and a passion for justice and service. We are seeking a Director of Families to collaboratively lead our ministry to children, youth, and families.

Purpose of position: The Director of Family Ministries is responsible for creating and implementing opportunities for children and youth to learn about Christian faith and participate in the life of the congregation in meaningful and age-appropriate ways.

The Director of Family Ministries works as part of a collaborative team of staff and congregational leaders. The Director of Family Ministries reports to the Pastor Head of Staff. They also can expect to work closely with the Elder responsible for Education and Family Ministries, and with the parents and families of our children and youth.

Responsibilities:

The responsibilities of the position include:

- Teaches the children's Sunday morning lesson every Sunday morning after the time with children in worship
- Recruits and schedules volunteers to be a "second presence" during lesson time
- Leads "Super Second Sunday" for families after worship each month
- Helps lead the engagement of children and youth in worship, including helping to lead the "Sermon on the Steps," as invited by the Pastor
- Plans and organizes the annual Christmas Eve family service
- Plans and organizes the annual Easter Egg hunt for families
- Provides information for weekly bulletin announcements, the church website and church Facebook page.
- Meets with the Education committee on a regular basis (to be determined by the committee)
- Attends staff meetings twice a month
- Meets regularly with pastor/head of staff
- Acts as a mentor, role model, and leader to youth
- Abides by the congregation's Healthy Boundaries Policy

The responsibilities may also include the following:

- Plan, schedule and lead one intergenerational or family service activity per quarter.
- In collaboration with the youth of the church, plan, schedule and lead one peer social or service-oriented activities per quarter for middle school and high school youth. This could be a joint event with other congregations.
- Participate with the pastor in planning opportunities for children to lead or participate in worship.
- Explore a confirmation class, possibly as a joint event with other congregations

Skills, experience and education required:

Qualities and competencies needed:

- Experience working with children and youth in a church and/or educational setting (2 + years preferred)
- Maturity in both spiritually and life skills
- Ability to work collaboratively with staff colleagues, families, volunteers, and people within the congregation and the community
- Skills for interpersonal engagement (i.e., people skills **with** kids, their families, the congregation, and the community)
- Basic technology skills, including working with Google Drive and communications platforms


Reports to the Pastor/Head of Staff

Evaluation: Performance reviews will be conducted at 6 months and one year by the pastor as Head of Staff and by the Personnel Committee.

This position has 2 weeks vacation per year.

Hours and Schedule: The responsibilities of this position include regular Sunday morning work, with flexibility to complete planning, program, and nurturing work on other days. We are open to talking with candidates interested in weekly hours ranging from 5-15 hours, based on availability, interest, and the extent of programming.

Compensation: Commensurate with experience.

 JOB DESCRIPTION Director Family Ministries 2023 FINAL