

POSITION DESCRIPTION: Interim Family Ministry Coordinator

**PURPOSE:** To serve as a member of the church staff, assisting the pastor and congregation to fulfill the church's mission goals with a specific focus on growing and tending to the faith of the church's children, youth, and their families.

**ACCOUNTABILITY:** This person is employed by the Session and is accountable to the pastor and the Christian Education (CE) Committee.

**HOURS/WAGES:** Part-time hourly position up to 30 hours per week (on average) at \$22-24 per hour depending on experience and education. The position will be initially employed for up to a one-year contract.

**JOB FUNCTIONS, TASKS AND MINIMUM PERFORMANCE RESULTS EXPECTED:**

1. Function: Organization & Promotion of Educational Programs
  - a. Responsibilities:
    - i. Act as Sunday School Superintendent and collaborate with the Christian Education Committee to develop and oversee the curriculum and programs for children and youth.
    - ii. Recruit Sunday school teachers and train them in collaboration with the CE Committee.
    - iii. Teach Sunday school for youth and children as needed.
    - iv. Organize programming for The Bridge (midweek offering) focused on fellowship and connection.
    - v. Organize and lead regular study opportunities and fellowship outings for junior and senior high youth groups.
    - vi. In coordination with the pastor, lead Confirmation classes as necessary.
    - vii. Lead and/or coordinate with church members the Time for Young Disciples (brief message for children) during Sunday worship each week. Search for additional entry points into worship for children in collaboration with the pastor.
  - b. Performance meets minimum expectations when:
    - i. Curriculum and planning for programs is reviewed, in place, and carried out.
    - ii. Concerns raised by teachers, students and families are satisfactorily resolved.
    - iii. A summer Vacation Bible School is made available (typically in coordination with other Ministerial Association churches).
    - iv. Children are actively engaged in worship.
2. Function: Organization & Promotion of Mission Work & Summer Camp
  - a. Responsibilities:
    - i. Organize and lead youth mission trips each summer with the exception of the years in which the Presbyterian Youth Triennium takes place.
    - ii. Support and encourage attendance at Presbyterian Youth Triennium and Camp Story.
    - iii. Organize and lead fundraising events, with the collaboration of the youth, for both mission trips, camping ministry, and Triennium.
  - b. Performance meets minimum expectations when:
    - i. Information for said programming is provided to youth and families in a timely manner to promote participation.
    - ii. Fundraising events are in place to help cover the expenses for said programming.
    - iii. Programming opportunities are participated in and carried out within budget.
3. Function: Staff & Committee Work
  - a. Responsibilities:
    - i. Staff liaison to Christian Education Committee.
    - ii. Work with other support staff and committees as necessary, in doing so, acting as a representative of the Christian Education Committee.
  - b. Performance meets minimum expectations when:
    - i. Communication with other staff is clear and weekly staff meetings are attended.
    - ii. Collaborative work amongst the cross-over committees is managed effectively.
    - iii. Employee attends and participates in weekly staff meetings.

**SKILLS, EXPERIENCE & ABILITIES:**

1. Be an enthusiastic, positive, and contagious representative of the Kingdom of God.
2. Ability to relate to youth and families, especially through their contemporary Christian issues.
3. Be a strong church team player and work cooperatively with the pastor, church staff, committee members, and congregation.
4. Be self-motivated: able to prioritize and organize time and tasks effectively.
5. Ability to plan and work within the Christian Education Committee budget.
6. Professional appearance, ethical conduct and ability to maintain confidentiality.
7. Ability and willingness to identify and perform tasks as needed.
8. Willingness to engage in professional development and continuing education.
9. Ability to navigate faith issues and to help youth and families within a Reformed theological perspective.
10. Associate's Degree or equivalent life experience required (Bachelor's Degree preferred).
11. Ability to pass a background check.

**EVALUATION:** A performance review will be conducted within three months from date of employment, and thereafter, at least annually. During the 90-day information period the employee may be terminated without prior warning if the described functions are not performed according to minimum expectations. Reviews will be conducted by the pastor and personnel committee based on the position description and on prior established goals. Adequacy of compensation will be reviewed annually by the Session through the Personnel Committee.

**APPLICATION:** To apply, please send a cover letter and resume to [karl@sheridanfpc.church](mailto:karl@sheridanfpc.church) and [gloriaj411@yahoo.com](mailto:gloriaj411@yahoo.com), attn: Personnel Committee.