

**The Presbyterian Church of Chatham Township**  
**Director of Family Ministries**  
**Job Description**

Job Title: Director of Family Ministries  
Supervisor: Associate Pastor for Congregational Life  
Type: Part-time 25-28 hours/week salaried position

**Position Description: The Director of Family Ministries (“DFM”) is responsible for developing and implementing PCCT’s emerging vision for mission-based, family-focused, hands-on learning experiences for children from pre-K through and including eighth grade for the program year. This position also assists with inter-generational events and programs and organizes Sunday morning church school.**

**Primary Responsibilities** – The role is responsible for but not limited to the following job duties

**Volunteer Management** - The DFM recruits, trains and resources teachers and aides, providing continual support throughout the year.

1. Coordinate all structured student ministry activities with volunteers, including but not limited to Sundays and one weekday afternoon.
2. Recruit, train, and supervise other staff involved in the delivery of children and family ministries.
3. Plan and lead special programs and events including Welcome Back Sunday, Advent and Lenten programs, the children’s Christmas Eve service and other seasonal events/programs.
4. Develop a monthly Family Sunday worship message for children followed by a mission activity after church that all ages can join.

**Communication and Organization** – Consistent and timely communication (written and oral) among all volunteers, staff, clergy, and programs.

1. Work with Christian Education (CE) Committee to select and procure age-appropriate Reformed tradition church school curriculum and provide teachers with weekly lesson plans and supplies.
2. Support the work of the CE Committee in calendar planning, budgeting, curriculum, programming, and long-range planning.
3. Provide all necessary information relative to children and family ministry to parents and to staff, and draft materials for publication in the PCCT website, for print, and community publicity.
4. Create family opportunities for a brief June program to include intergenerational service projects.
5. Attend weekly staff meetings and monthly Christian Education Committee and Mission and Outreach Committee meetings.
6. Hire and oversee staffing for paid nursery care; supervise nursery workers.

## **Qualifications**

- Have a love for working with children.
- Be expressive and warm with children and adults, making fellowship, service projects, and learning time fun for children to come to know and love Christ.
- Be able to work as part of a ministry team, with both volunteers and paid staff.
- Be able to build, plan, administer, and direct the programs involved with this position.
- Communicate effectively and professionally, both orally and in writing, and show strong competence with technology, including effectively utilizing platforms of digital communications and social media. Proficient with Microsoft Office product suite.
- Inspire others to serve in family mission and participate in teaching and supporting the Christian education of our children.

## **Education and Experience**

Bachelor's degree from an accredited college or university. Relevant experience on a church staff, as a teacher, or as a volunteer coordinator. Supervisory and training experience is a plus.