

INTERESTED CANDIDATES:

Please contact info@hebrononline.org or call the Hebron Church office for more information
www.HebronOnline.org

Hebron United Presbyterian Church
Position Description

POSITION: Director of Family Life

DATE: 2022

REPORTS TO: Senior Pastor

EMPLOYEE STATUS: Full-Time, Exempt

GENERAL RESPONSIBILITY:

The Director of Family Life will effectively build and nurture an environment that fosters spiritual growth from birth through 12th grade and equipping parents for their role in discipling their children. Through biblical and theological based programs and engagement, this position will work with other paid staff of the church, volunteers, and parents in creating and maintaining an atmosphere of holistic faith development, fostering worship, growth, and service. The Director of Family Life will maintain a healthy relationship with Jesus Christ and work to share Christ through the program(s) of the church and personal witness and commitment.

QUALIFICATIONS:

Since the Director of Family Life plays a major role in the faith development of the children/youth and families of the church, both as a leader and as an example, Hebron seeks a professional leader who has a solid understanding of and belief in the foundations of the Christian faith and who has a strong desire to nurture children/youth in the Christian faith. The following qualifications are desirable:

1. A passion and deep commitment for Jesus Christ as Lord and Savior, a passion to see people grow in their relationship with Jesus Christ and a passion to serve.
2. A demonstrated history of spiritual vitality, personal integrity, and respect for others
3. At least 2-5 years of vocational ministry experience
4. Some level of formal theological training
5. Knowledge of, and adherence to, Presbyterian theology, ministry & polity within the Reformed tradition
6. The ability and desire to lead worship as needed
7. An ability to cast a vision and implement a ministry of discipleship for families through engagement with others.

8. The ability to work with children of all ages and adults.
9. An ability to recruit, equip, encourage, and delegate ministry to staff and volunteers.
10. Strong communication, organizational and administrative skills.

AREAS OF RESPONSIBILITY:

1. Family Ministry

- Assist the Senior Pastor with preaching, worship, and pastoral care to our young families, staff, and volunteers.
- Assist in the development of a comprehensive discipleship plan for young families, children from birth to 12th grade and parents
- Recruit, educate, train, and oversee volunteers to assist in the ministry
- Oversee and manage church staff and volunteers in the implementation of ministry programs and individual discipleship
- Develop opportunities for the spiritual growth of families, including resources on preparing parents to disciple children
- Promote participation in the larger church community and the overall ministry vision of the church
- Facilitate and teach biblically grounded and theologically sound courses to all ages in the church, prioritizing family ministry
- Plan strategic communication (written, video, social media, etc.) to clearly “tell the story” of what God is doing in our children, youth and family ministry.
- Cultivate a relational ministry.
- Select the curriculum to be used in the teaching and discipleship programs of the Children/Youth Ministry in concert with the Senior Pastor.
- Encourage all Children/Youth leaders to participate in discipleship opportunities and worship.
- Supervise all paid and volunteer positions that fall under children/youth ministry.

2. Recruitment and Training of Volunteer Staff

- Recruit Adult volunteers and Children/Youth leaders.
- Develop and provide Children/Youth leaders with training and discipleship opportunities and participate with them in those opportunities.
- Evaluate Children/Youth leaders for the purpose of encouragement and direction.

3. Administrative

- Attend church staff meetings and contribute to the collaborative ministry of Hebron Church.
- Preach or assist in Worship as needed, and assist in the overall pastoral care of the church
- Review website and calendar to ensure that current and accurate information is posted.
- Organize and run children/youth staff meetings.
- Abide by Hebron’s Personal Child Safety Policy.
- Work with Senior Pastor on the yearly budget for the ministry, and manage the financial aspects of all relevant ministries

WORKING CONDITIONS:

The position of Minister of Family Life has great flexibility in work hours, including evenings and weekends. The position is a full-time, salaried, exempt position, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year. It is, therefore, understood that the Minister of Family Life shall:

- Be entitled to an expense account of an amount to be determined on a yearly basis
- Maintain scheduled office hours (exact days/times may vary); and provide contact information to the church office when not in the office during daytime hours
- Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence
- Arrange to receive messages in the case of extended time away from the office

Physical Demands of the position; ascending/descending stairs, walking/standing/sitting, communicating with staff and congregation, typing, driving.