

Union Director of Children and Family Ministries

The Director of Children and Family Ministries will function to serve the congregation of Union Church and its surrounding community's families. They will promote the mission of Union Church: *In response to the gospel, we will love God, love one another and love the world by making disciples of Jesus Christ.*

In collaboration with the Discipleship Committee and the Session, the Director of Children and Family Ministries will:

- Attend and contribute to monthly Discipleship meetings and bi-weekly staff meetings in effort to facilitate communications. The Director will also collaborate with other committees and individuals as necessary to achieve the discipleship goals of Union church.
- Manage and maintain children and youth rolls
- Develop, select, organize, coordinate and implement regular Christian education programming for children birth through 5th grade. This includes but is not limited to:
 - Nursery Care
 - Children's Church (Young Children & Worship)
 - Sunday School (Pre-K/K and Elementary)
- Recruit, train, and mentor volunteers from the congregation to serve as leaders and helpers in the aforementioned programs, filling in when gaps in the schedule arise.
- Obtain and track required volunteer clearances
- Plan and execute special community outreach and congregational events including but not limited to:
 - Harvest Festival (Trunk or Treat)
 - Christmas Pageant or Play (to take place during Sunday worship)
 - Christmas Caroling
 - Palm Sunday Easter Egg Hunt
 - Rally Day activities
 - Elementary Bible Presentation (Reformation Sunday)
- Assist in preparation for and serve at yearly VBS program in either Director role or in whatever capacity most needed based on current volunteers. Provide volunteer training and support before and during VBS.
- Increase family participation and engagement by effectively advertising programs and events both within the church and the greater community.
- Function within budgetary constraints, promoting donation of time, resources and talent within the church and funds both within and outside the church.
- The Director of Children and Family Ministries will work closely with the Director of Youth Ministries to provide a seamless transition of discipleship from elementary to middle/high school ministries. This is an essential responsibility.
- Explore the possibility of a future intergenerational mid-week program for children/youth/adults to further the discipleship of the WHOLE church.

Reports to: Directly supervised by the Lead Pastor in conjunction with the Ruling Discipleship Elder, Discipleship committee and ultimately the Session.

Position Status: Part time (approximately 20 hours/week)

Schedule: flexible weekday hours, but firm requirement to attend/contribute during weekly Sunday morning Christian Education programming

Anticipated Compensation: Annual salary of \$24,000

Qualifications:

- Bachelor's degree in related field or demonstrated equivalent experience
- 21 years of age or older able to provide spiritual leadership and be a role model for students
- Must possess required state and federal clearances/background checks, or have the ability to obtain upon hire
- Will consider ordained or non-ordained individual
- Must possess a genuine faith in Jesus Christ as Lord and Savior
- Must demonstrate a strong prayer and devotional life
- Must adhere to the essential tenets of the Reformed Faith
- Must be able to and desire to lead children to Christ rather than oneself
- Must be teachable and have a servant's heart (Phil 2:3-8)

Evaluation:

This position receives an interim and annual performance evaluation by the lead pastor in conjunction with the ruling Discipleship elder and a representative of both Personnel and Finance. Compensation will be reviewed after the first 90 days and annually thereafter. The Session will have final approval of all performance and compensation recommendations.

Interested candidates should submit their cover letter and resume via email to admin@unionpresbychurch.org. Please submit on or before April 15th, 2024.

Union Church of Robinson:

6165 Steubenville Pike,

McKees Rocks PA 15136

Website: unionpresbychurch.org

Phone: 412-787-1818