

TRINITY PRESBYTERIAN CHURCH
RYE, NY

FAMILY MINISTRIES DIRECTOR

Job Title: Family Ministries Director

The primary role of the Family Ministries Coordinator is to direct and oversee the children's and youth ministries of Trinity Church in such a way that families are strengthened and encouraged in the Christian faith and that that children, teenagers, and families come to know Jesus Christ.

Accountability Relationships

1. **Relationship to Senior Pastor:** Like all staff, the family ministries director serves under the leadership of the senior pastor. Relationships of friendship, collegiality, and accountability are to be expected among the church staff. The family ministries director is to attend regular staff meetings.
2. **Relationship to the Executive Director:** The Family Ministries Director will report directly to the Executive Director in order to set goals, organize the Sunday curriculum, and for regular coordinating meetings. The Family Ministries Director will attend the Executive Director's weekly staff meeting and other meetings as needed.
3. **Termination of employment:** The family ministries director serves under the direction of the executive director/pastor, who, with the support of the senior pastor and in consultation with the Session, may terminate the position.

Ministry Responsibilities

The ministry of the Family Ministries Coordinator focuses on two key areas: (1) children's ministries (defined as little children through 5th grade) and (2) youth ministries, defined as middle & high school.

Children's Ministries

1. Oversee the paid staff and volunteers in the infant and toddler nurseries.
2. Lead in the recruitment and training of volunteers, including teacher and helpers for Children's Church & Sunday School classes.
3. Plan, purchase, distribute, and review curriculum for Children's Church, Kids' Club (Sunday School for younger kids), and Fourtify (4th/5th graders).
4. Work with Sunday volunteers to make sure that teachers know the curriculum they are to teach, have the tools and training to teach the children effectively, and to meet regularly (at least twice a year is recommended) to review progress and assess any challenges.
5. Report any Sunday volunteer needs, concerns, or problems to their supervisor, who shall assist in helping address these needs and concerns.
6. Plan fellowship activities for the children (especially Fourtify).

Youth Ministries

1. Plan and promote ministries to middle & high school students (and their families), including regular youth group meetings, fellowship events, retreats, etc.
2. Attend and supervise weekly high school and middle school youth groups.
3. Plan, purchase, distribute, and review curriculum for the middle & high school Sunday School classes.
4. Work with Sunday School volunteers to make sure that teachers know the curriculum they are to teach, have the tools and training to teach the students effectively, and to meet regularly (at least twice a year is recommended) to review progress and assess any challenges.
5. Report any Sunday School volunteer needs, concerns, or problems to their supervisor, who shall assist in helping address these needs and concerns.
6. Regularly meet with high school students for discipleship and fellowship.

Other Responsibilities

1. Maintain children, youth, and family contact information in the church database. This database is to be used for recording attendance, and contacting teachers, volunteers, students, and parents.
2. Communicate regularly with parents and students.
3. Maintain budgets and budget reports.
4. Attend the quarterly Ministry Community Meetings (MCMs), and provide updates as required.
5. Attend other leadership meetings as needed.

Education & Experience

1. The family ministries director should have experience in effective leadership in ministry with children and teenagers.
2. The family ministries director should possess at least a bachelor's degree, and additional studies (especially in ministry or education) is, while not required, a plus.
3. The family ministries director needs a proven track record of effective ministry and sound character.
4. The family ministries director will be required to be a member (or associate member) of Trinity Church.