

Job Description

POSITION: Minister to Families

REPORTS TO: Pastor

HOURS: 20 hours a week

SALARY: Negotiable

GENERAL DESCRIPTION:

The Minister to Families is responsible for working with the Pastor to develop and coordinate the church's intergenerational ministry to families, with a focus on younger families with preschoolers, children, and youth.

VISION

- To seek and find a loving, creative, and inspiring individual to lead the church's ministry to families, with the goal of helping our church grow younger, while maintaining a vibrant ministry to median and senior adults, as well.
- To seek and find someone who has a deep understanding of the role that the church can play in leading, equipping, and partnering with families in the spiritual formation of children from birth to graduation from high school.
- To seek and find someone who will reach out to, and engage, young adults and families in the ministries of our church.
- To seek and find someone to envision how our church can deepen its commitment to family ministry and develop strategies to fulfill that vision.
- To seek and find a person who will take initiative, be highly organized, and be able to recruit, equip, and lead volunteers to execute weekly ministry goals.
- To seek and find someone with a keen understanding of the challenges facing families today, and how the church can support families wherever they are.

PRIMARY RESPONSIBILITIES

1. Form, and work regularly with, a Family Ministry Committee, comprised of people who are members of our church.
2. Lead in the planning and execution of all PFBC Family Ministry activities, including developing and overseeing the administration of a Family Ministry budget.
3. Lead in recruiting, equipping, and managing all volunteers in preschool, children, and youth ministries.
4. Maintain appropriate communication with families regarding congregational activities and opportunities for ministry and service.
5. Lead in outreach to families in the community to foster relationships and cultivate avenues for congregational involvement and membership.
6. Serve as a resource for parents, equipping them with tools needed to lead in the spiritual formation of their children.

7. Provide spiritual care as opportunities arise with preschoolers, children, youth, and their families.
8. Work alongside pastor and volunteers to provide intergenerational fellowship and mission opportunities in the church and community.
9. Meet regularly with the pastor for support and guidance.

Document History

August 8, 2023 - As requested by the deacons, this job description was drafted by Stephen Clyborne

August 8-20, 2023 - Deacons have had a chance to review this draft and asked that it be sent to the Personnel Committee for consideration.

August 20, 2023 – Draft of job description given to Personnel Committee for consideration.

February 7, 2024 – Draft of job description given again to Deacons for reconsideration.

March 7, 2024 – Final job description sent to Deacons for final approval