

# FAMILY PASTOR JOB DESCRIPTION

**Purpose:** To provide and support the spiritual nurture and education of the Next Generation and their families so that they too will love Jesus, live out God's Word, and lead others to follow Him.

## **Responsibilities:**

### **Pastoral and Shared Children's and Youth Responsibilities**

- Share the Gospel of Jesus Christ and how it impacts the lives of children, students, and parents and equip them to personally serve as God's witnesses in the ministry of the church and community.
- Pray daily for guidance and the presence of the Holy Spirit to inhabit and direct every aspect of Family Ministry.
- Provide a welcoming ministry to families who are churched, unchurched, and de-churched.
- Train, equip, and partner with parents to help them raise their children in the Christian faith.
- Provide pastoral ministry to kids, youth and families as needed.
- Develop a curriculum plan which unifies teaching for children from preschool to college, ensuring both depth and breadth of understanding in the Bible and Christian life.
- Select and/or write curriculum units to fit within the curriculum plan for Children's Church, Youth and Children's Sunday School, and mid-week and summer programming.
- Hire and oversee children's and youth summer interns.
- Equip, inspire, and support the Children's and Youth Ministry assistants and related staff and volunteers.
- Ensure all staff and volunteers involved in Family Ministry are trained in the Safe Church policy and have up to date background checks.
- Collaborate with staff and lay leadership as a team player to help foster a supportive and encouraging work community. Participate in Staff and Session meetings.
- Work with the Director of Media Outreach and Engagement to develop social media messaging to reach youth and parents outside of the ministry.
- Write and submit monthly Family Ministry report to Session.
- Participate in the EPC Presbytery of the Alleghenies and the Next Gen ministry networks at the presbytery and national level.
- Collaborate with other local Christian ministries as appropriate.
- Preach 4-6 times a year.

### **Children's Ministry Responsibilities**

- Coordinate and teach as needed age-appropriate Bible lessons during Sunday mornings, mid-week activities, and outreach programs.
- Lead, collaborate, and pray monthly with the Children's Ministry Team to update and execute the Children's Ministry Strategic Plan.
- Serve on the Executive Committee of the MLEPC's Kingdom Kids Christian Preschool Board and attend monthly board meetings.
- Evaluate and oversee monthly and seasonal outreach ministry events.
- Recruit, train, and supervise Children's Church and Sunday School teachers and assistants.

### **Youth Ministry Responsibilities**

- Collaborate with Youth Ministry Team and other volunteers to develop a vibrant and engaging youth ministry for middle school and high school students, using MLEPC's strategic planning tool.
- Coordinate with the volunteer team to lead Sunday morning and mid-week programs, service projects, outreach events, and other activities.
- Build relationships with and mentor youth by finding opportunities to connect with them outside of church functions.
- Assist volunteer team leading the college and career small group as needed.
- Meet periodically with parents to share ideas about how youth can grow in their faith.

### **Qualifications:**

- Passion for God with an ability to share the Good News with truth, joy and energy.
- At least five years' experience (paid or volunteer) working with children, youth, young adults and parents in a ministry setting.
- Experience working with teams to discern and develop strategic plans.
- Master of Divinity preferred.
- Ordained or eligible for ordination in the EPC.
- Full agreement with the Essential Tenets of the EPC and the policies of MLEPC, with an understanding of Reformed theology.
- Demonstrate the ability to communicate with the session, ministry teams, parents, students, and congregation through excellent written and oral communication skills.
- Ability to plan and execute ministry projects utilizing time management skills and the ability to recruit, train, and coordinate volunteers.
- Experience in problem solving and conflict resolution.
- Must have clearances including PA Child Abuse, Criminal Record Check and FBI fingerprinting.

**Work Schedule:** Full-time, including Sundays and evenings as needed for ministry events/holidays.  
One weekday off each week.

**PTO and Study Leave:** Ordained staff receive 25 days of vacation/PTO a year plus 10 days of study leave. They may be away from church six Sundays a year.

### **Time:**

**Pastoral and Shared Children's and Youth Responsibilities:** 10-15 hours/week

**Children's Ministry Responsibilities:** 15-20 hours/week

**Youth Ministry Responsibilities:** 15-20 hours/week