

Family Ministry Director Job Description

FUPC of Nampa

Revised 3/21/18

Summary: The objective of the position of Family Ministry Director is to reach out to the youth (K-12th grade) within this congregation and the community; sharing the good news of Jesus Christ's lordship and helping them to grow and to deepen their faith through educational, missional, and recreational opportunities.

The Family Ministry Director position requires a high school diploma, but a two or four-year college degree in Christian formation, theology, or other discipline related to Christianity is preferred. Also preferred is experience in children/youth ministry, writing and using graphic design, and social media experience. The Family Ministry Director must have excellent written and oral communication skills, and have experience in using programs such as Microsoft Word, Excel, and Publisher.

The following job description outlines the conditions, which apply to the position of Family Ministry Director at First United Presbyterian Church of Nampa (FUPC):

The church Pastor will supervise the Family Ministry Director. The Family Ministry Director will coordinate all activities with the Christian Education Committee and will be responsible to the Session of FUPC.

Duties shall include, but not be limited to:

1. Share the gospel of Jesus Christ with the youth.
2. Maintain personal faith in Jesus Christ through Scripture study, worship and accountable relationship to include:
 - a. Modeling the importance of worship by attending the worship service at FUPC.
 - b. Participating regularly in an FUPC Bible study.
3. Develop relationships with the youth in this church and in the community, encouraging intergenerational relationships within the church and the integration of the youth into all aspects of our faith community.
4. Direct and plan weekly activities with the Presby Kids Club and Youth Group.
5. Plan and oversee recreation activities and retreats for the youth.
6. Promote Camp Sawtooth to the youth, and be a point of contact between Camp Sawtooth and FUPC.
7. Plan and coordinate missional opportunities for the youth in coordination with the Mission committee.
8. Plan, coordinate, and at times lead, Sunday School.
9. Maintain good communication with the church staff, the Session, the Christian Education Committee, and parents, to include:
 - a. Attending all scheduled staff meetings.
 - b. Attending Session meetings as needed.
 - c. Attending Christian Education meetings.
 - d. Submitting a verbal or written report to both Christian Education Committee and/or the Session, to be reviewed, upon request, by the Pastor.
 - e. Participating in church fellowship activities.
 - f. Contribute to the monthly newsletter.
 - g. Maintain web communications. (e.g. Facebook, website, email)
10. Plan, coordinate, and lead discipleship activities as needed.
11. Plan, coordinate, or arrange a major summer activity.
12. Annually attend at least 8 hours of training worships, seminars, and networking meetings.
13. Develop a partnership with area churches and the administration of various surrounding school districts.
14. Coordinate and plan fundraising activities for the youth group.
15. Other youth related duties as requested/necessary.

Conditions of Employment:

The Session of FUPC agrees to pay an annual compensation commensurate to experience, not to exceed \$20,000 in salary. Overtime must be approved by the Pastor. The frequency of pay is semi-monthly, on the 15th and the 30th of each month. Working hours will be a minimum of 20 hours per week. Those hours to be spent in the office will be established with the concurrence of the Pastor.

Within two weeks of beginning employment, the Family Ministry Director will submit to a Federal and State background check, Act 33 and Act 34 clearances, as well as a drug and alcohol screening, with receipt of test to be submitted to the Chairperson of Personnel within two weeks and report to be issued within three months. These tests will be paid for by FUPC of Nampa.

Within six months of beginning employment, the Family Ministry Director will complete a basic First Aid course and CPR, also paid for by FUPC of Nampa.

Vacation for the first year of employment will be twenty (20) working hours, which includes (1) Sunday. In addition, twenty (20) working hours, including one (1) Sunday, will be provided for study leave. All leave, paid or otherwise, must be approved by the Pastor.

The Family Ministry Director will be paid for eight (8) holidays. If a holiday occurs on an established day of rest, including a Sunday, the paid holiday will be applied to the next scheduled working day. Application of the holiday to any day other than the next scheduled working day must be approved by the Pastor.

Holidays include:

New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day

Conditions of absence, leave, personal emergencies, etc. as well as all other general personnel policies are outlined in the personnel manual.