

First Presbyterian Church of Cranbury

Director of Family Ministries

The purpose of the Director of Family Ministries at the First Presbyterian Church of Cranbury is to draw our church community closer together so that we can draw closer to God through the spiritual development of children, youth, and families.

ESSENTIAL FUNCTIONS:

Leadership

- Lead and coordinate teachers and volunteers in the Children, Youth, and Family Ministries
- Create and Define Family Ministry Programs
- Facilitate education and lead curriculum training for Family Ministry volunteers
- Serve as an advocate for Family Ministry with staff, congregation, and lay leaders.
- Supervise Youth Director, Nursery Coordinator, and Children's Ministry Intern
- Works with other staff and church leaders to design worship experiences, Sunday mornings and otherwise, that engage our youngest members and their families.

Programming

- Oversee and manage all Children, Youth, and Family Programs
- Develop & implement new programs to enhance and grow the Family Ministry.
- Equip families with resources and education to help them become actively and intentionally involved in the spiritual formation of their families and in the life of our congregation.
- Develop and direct children and family mission opportunities.
- Work with the CPNS Director to develop opportunities for cross engagement between CPNS and FPCC.
- Works with Youth Director to bridge children into youth programs seamlessly.
- Coordinates Adult Education opportunities with Senior Pastor.

Administration

- Ensure appropriate supplies are available to teachers and volunteers, and that the resource room is stocked and accessible.
- Manage communications with Children, Youth, and Families
- Recruit, interview, and screen volunteers and staff
- Ensure the Child Protection Policy is followed and enforced and updated as necessary.
- Develop, implement, and manage budget for Christian Education and Youth Ministry alongside the CE/Youth Committee
- Manage children and youth building spaces, ensuring spaces adequately meet the needs of the ministries.

Other

- Serve as a healthy and accessible role model of servant leadership.
- Coordinate pastoral care for children, youth, and families as appropriate, between Senior Pastor, Director of Family Ministries, and Youth Director
- Network with community organizations to develop partnership opportunities.
- Participate in church staff meetings and partner in church projects as needed.

Minimum Qualifications

- Bachelor's degree
- Experience in the field of education or children's ministry
- substantial knowledge of PC(USA) Christian education curriculum
- Able to build positive and constructive relationships with children, youth, and their parents
- Computer literacy

Necessary Attributes

- A spiritually mature Christian with a strong sense of calling to children, youth, and family ministry.
- Working knowledge of child and adolescent development.
- Excellent time management skills and ability to multi-task and prioritize work.
- Strong interpersonal skills with demonstrated excellent written and oral communication skills.
- Proven planning, organization, and problem-solving skills
- Proven ability to leverage and mobilize volunteers and build community.
- Able to utilize and leverage technology and social media to meet people where they are at appropriately.
- Creative thinker, open to new ideas, improving work processes.
- Strong attention to detail
- Approachable, open-minded, flexible, and adaptable

Additional Information

This is a part-time position (25 hours/week) with compensation commensurate to experience. Hours to be reviewed at 6 months.

To Apply

Please submit a cover letter, resume, and contact information for three professional references to firstpreshannah@comcast.net by July 7, 2021 for priority review. Position will remain open until filled.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of The First Presbyterian Church of Cranbury to treat all non-pastoral applicants and employees without unlawful discrimination as to race, creed, color, national origin, ancestry, age, marital status, sex, sexual orientation, physical and mental handicap or disability, nationality, atypical hereditary cellular blood trait, liability for service in the Armed Forces of the United States or any other protected status in all employment decisions.