

FIRST PRESBYTERIAN CHURCH OF ALLENTOWN

Position Description

TITLE: DIRECTOR OF CHILDREN AND FAMILIES

JOB CODE: PS FT EX

REPORTS TO: PASTOR FOR YOUTH AND FAITH FORMATION

INCUMBENT: *NEW POSITION*



Purpose: Direct, grow, and nurture the children and family ministries at First Presbyterian Church of Allentown

Qualifications: The ideal candidate will possess the following:

- A sincere, informed, enthusiastic faith in Jesus Christ and the Christian gospel
- Professional educational degree
- Demonstrated competence, intuition, and imagination in relating with children and their families
- Familiarity with and knowledge of the Presbyterian Church (USA) and its worship, theology, and polity
- Additional related education or leadership experience preferred

Accountability: The Director of Children and Families shall have primary accountability to the Pastor for Youth and Faith Formation. This is a full-time position without prescribed hours as activities and needs fluctuate throughout the year and with Christian seasons. It is expected that all duties and responsibilities will be fulfilled on time per the activity or seasonal needs.

Key Position Responsibilities: The duties required in this position fulfill three interrelated but distinctive professional roles: direct leadership and oversight of our children's ministries; support and guidance to new parents; and assistance to our adult faith formation ministries. The listed percentages provide an expectation for the approximate proportion of time working in each of these three roles.

Direct Leadership and Oversight of our Children's Ministries (60%)

- Recruit, train and empower teachers, group leaders, and other specialists and workers who together will implement the Children (Preschool-5th grade) programs, particularly Sunday Morning Church School and Tweens programming (4th & 5th graders).
- Spearhead, with assistance and guidance from the Pastor for Youth and Faith Formation and the Faith Formation Committee, the process of choosing, creating, and/or developing curricula most ideally suited for the particular age groupings of the children (subject to the approval of the Session).
- Develop and implement opportunities for all children and their families to develop and grow in their faith through formation and relationships. This could include Vacation Bible School.
- Make regular contact with children and their families (concurrently) outside of the children and family ministry events.
- Coordinate with other church leaders especially wherever their work in the church could overlap and enhance the faith formation of the children and their families.
- Utilize and promote social network communications tools with which to communicate with families, consistent with the church's internet communications policy.

- Coordinate efforts with necessary staff for periods of transitions and milestones in children's lives such as new preschoolers/Pre-Ks, rising Kindergarteners, rising 4th graders into Tween's ministry, rising 6th graders into middle school ministry, and/or welcoming children to the Lord's Table, etc.

Support and Guidance to New Parents (20%)

- Develop and implement opportunities for parents expecting children to develop and grow in their faith through formation and relationships. This includes opportunities before and after childbirth, adoption, etc.
- Teach a class on Baptism to prospective parents requesting infant baptism alongside the Pastor of Youth and Faith Formation or their designee.
- Make regular contact with parents with children 0-3 years of age outside family ministry events.
- Oversee the nursery and nurse care leaders/volunteers.

Assistance to our Adult Faith Formation Ministries (20%)

- Assist Pastor for Youth and Faith Formation in developing faith formation opportunities for adults, ranging from Sunday morning Church School to small groups, from theological scholar workshops and spiritual retreats to mission opportunities. This will be in collaboration with several committees and teams.
- Develop and curate online resources for the faith, discipleship, and intergenerational formation of the church family in collaboration with the Pastor for Youth and Faith Formation.

Characteristics of the Director of Children and Family Ministries: In addition to the professional qualifications, the Director of Children and Family Ministries is expected to demonstrate professional behaviors that foster teamwork within the church organization. These characteristics include:

- Promoting positive working relationships within the church and demonstrating respect for colleagues, volunteers, and church members
- Addressing differences between oneself, other church employees, and members in a professional and courteous manner
- Being a positive role model for First Presbyterian Church of Allentown.
- Conducting professional activities with truthfulness, honesty, and integrity
- Maintaining sensitivity in matters of a personal or confidential nature.

Other: Other benefits and aspects of employment may be found in the First Presbyterian Church of Allentown Employee Handbook, a copy of which will be provided to the employee at time of hire.

*Please submit application materials including resume, cover letter, and 3-4 references to:
Rev. Taylor Hall: taylor.hall@fpcallentown.org*