

Job Description for  
**Director of Family Ministries**

Bayside Presbyterian Church  
1400 Ewell Road | Virginia Beach VA 23455 | (757) 460-1188  
[www.baysidepresby.org](http://www.baysidepresby.org)

The **Director of Family Ministries** is responsible for building and leading a comprehensive program of faith formation for infants through 12<sup>th</sup> grade. This call involves a leader who inspires and nurtures children & youth to learn and experience the Christian faith by teaching and demonstrating a personal passion for the gospel. The position is full-time (40 hours per week), with benefits, and the salary is commensurate with experience.

**Qualifications & Aptitudes:**

- Has a bachelor's degree, preferably in Christian Education. However, in lieu of education, extensive experience working with children, youth, and their families may be acceptable.
- Embraces Reformed Theology and the Presbyterian Church (USA)
- Has a vision and a demonstrated ability to plan, develop, coordinate, manage, and implement children & youth ministries
- Possesses an ability to work effectively with children, youth, and their families of all backgrounds
- Possesses excellent communication skills
- Possesses proficient use of technology, including various social media platforms
- Possesses a proven ability to recruit, coordinate, and train volunteers, and delegate responsibilities when necessary
- Maintains a safe driving record as the position may involve car rides with youth
- Manages personal and professional life effectively

**Responsibilities:**

- Develops and oversees the Christian Education program for infants through 12<sup>th</sup> grade

- Plans and coordinates Vacation Bible School
- Plans and coordinates mid-week programs, including JAM & youth group
- Discovers ways to engage congregants, youth, and families through seasonal activities
- Recruits and equips leaders and volunteers
- Ensures that all volunteers, leaders, and staff comply with the Child & Youth Protection Policy and all other church policies
- Oversees and coordinates all church curriculum
- Plans and coordinates youth activities, including retreats, conferences, and mission opportunities
- Coordinates annual Confirmation program
- Ensures effective communications with youth, families, and congregants using efficient communications platforms & resources
- Engages in the life and activities of children, youth, and families

General Responsibilities:

- Attends staff meetings
- Liaisons with Christian Education Committee and other ministries as needed
- Participates in the development and maintenance of Christian Education budget
- Maintains and organizes Christian Education supplies
- Performs other duties as assigned
- Reports to the Head of Staff

Please send your resume and cover letter to [bayside@baysidepresby.org](mailto:bayside@baysidepresby.org)

Bayside Presbyterian Church reserves the right to change or modify this job description at any time. Nothing in this position description constitutes an employment contract, and the Employee maintains the right to resign from employment at any time. Similarly, the Employer has the right to terminate its employment of the Employee at will, at any time, for any or no reason, with or without cause, consistent with the employment-at-will doctrine.