

Director of Family and Emerging Ministries

Position Type: Full Time

Primary Responsibilities:

- Develop, organize, and provide leadership and training for a comprehensive ministry to children, youth and families.
- Devote at minimum 10 hours per week to digital outreach and marketing, helping our congregation thoughtfully engage current demographics through social media, website content, and online communication, while aligning all efforts with the mission and vision of Charles Town Presbyterian Church.
- Evaluate and recommend curriculum, obtain materials and provide oversight to current education ministries including, but not limited to: Sunday morning Christian Education, Children's Church, youth ministry, and Vacation Bible School.
- Recruit, train, and nurture volunteers/teachers for Sunday School classes, youth ministry and other programs as needed.
- With pastor and lay leaders, integrate the children's and youth ministries into the larger church.
- Cultivate relationships with other youth and family ministry programs in the community. Participate in special community building events when appropriate.
- Professionally and ethically develop relationships with children, youth and their families. Equip parents, families and congregational members as they raise children in the faith. Maintain regular contact and provide pastoral care when needed, maintaining appropriate boundaries at all times.
- Participate in scheduled staff meetings.
- Provide leadership in developing additional appropriate and effective programs for children, youth and family where needs and opportunities exist and time and resources allow.
- Reserve time in daily, weekly and annual schedules for meditation and prayer.
- Support church child safety and sexual misconduct policies.

Qualifications/Expectations:

- Demonstrates an enthusiastic commitment to Jesus Christ as Lord and Savior, and is attentive to his/her personal spirituality.
- Graduate of an accredited four year college or university.
- Training and/or experience in ministry to children, youth and their families and has the ability to relate across generations and build positive relationships within the congregation and community at large.
- Shows a passion for working with children and families and possesses a natural, relational affinity for students.
- Competent in Biblical knowledge with an understanding of Reformed Theology and Polity.
- Strong leader with skills in assessing programs and people and the ability to recruit and equip volunteers for ministry.

- Ability to shape and communicate a clear vision for students, their families and advisors and translate them into effective programs.
- Has good organizational skills, and the ability to set goals and priorities, following through on projects, both directed and self-initiated.
- Has strong communication and presentation skills, including competency in public speaking and use of technology and social media.
- Works well in a team setting and is flexible, creative and resourceful, with a positive attitude.
- Adept at being dependable, conscientious and confidential.
- Available to work flexible hours, including evenings, weekends and holidays.

Accountability: To the Pastor as head of staff and to the Session through the DFM and Personnel Committees.