

Director of Family Ministry



Mission Statement: The mission of Hamblen Park Presbyterian Church is to grow active followers of Jesus Christ and build his community.

Purpose: To lead a mission-driven ministry program for children (birth through fifth grade) and their families.

Accountable To: The Pastor, Head of Staff

Essential Functions:

1. Works with the Session, Pastors, and Committees to develop vision and direction for children and family ministries consistent with the church mission statement.
2. Leads or delegates leadership for all children and family ministries such as Sunday School, parent training, and our mid-week evening program.
3. Leads special ministries to parents and children of the church and neighborhood such as Date Night, Advent Fair, kid's outings, day camps and fun events.
4. Serves as a resource to parents for the Christian growth of their children.
5. Recruits, trains, supervises, and motivates volunteers and staff.
6. Plans and conducts the annual Vacation Bible School.
7. Involves children and parents in missions such as One Great Hour of Sharing and Shoebox Christmas
8. Manages the appropriate budgets and data.
9. Works with the children's ministries committee to review, select, and occasionally write curriculum.
10. Oversees the ministry of the Nursery and Kids' Zone and supervises staff related to these ministries.
11. Promotes visibility of children's ministry through newsletters, bulletin announcements, and special mailings, and coordinates children's activities with the master program and facilities calendar.
12. Creates a safe environment for children by implementing and updating the HPPC "safe ministry" policy. Ensures adherence to all church policies.
13. Serves on the program staff team and other teams as directed by the Pastor, Head of Staff.
14. Teaches and schedules leaders for the Sunday morning children's sermon.
15. Leads planning and goal setting process for children's ministry with the children's ministry committee.
16. Attends appropriate staff meetings.
17. Other duties as assigned by the Pastor, Head of Staff.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills Knowledge, and Abilities:

1. Demonstrates and articulates a lifestyle that reflects and encourages a close, personal relationship with Jesus Christ.
2. Experience and gifts for teaching children. Enjoys Children and family life. Loves fun and creative ministries.
3. Enthusiastically supports the HPPC mission. Works as a team player, supporting and encouraging other staff.
4. Proven ability and desire to work with children and adults.
5. A strong commitment to evangelism.
6. Represents church leadership and changes through supportive and positive interpretation and communication.
7. Demonstrates strong leadership, knowledge of Scripture, organization, teaching, and communication skills with an ability to plan and organize assigned duties and work effectively without immediate supervision.
8. Effectively collaborates with church members and newcomers.
9. Passes all the background checks required by HPPC and Washington State for both working with children and performing financial duties. These background checks may be repeated throughout employment.
10. Possesses a minimum of a bachelor's degree
11. Embraces classic reformed theology compatible with Presbyterian faith.
12. Demonstrates a commitment to professional growth and a teachable spirit.

Environmental Demands: Must be able to work evenings and weekends as program needs change. Work hours will flex according to seasonal workload.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to climb stairs, deliver educational presentations, lead outdoor events and high energy games and activities, attend overnight retreats, and occasionally sit or stand for up to three hours. Occasional twisting, bending, squatting, kneeling, and climbing. Must be able to lift up to a maximum of 50 pounds on an occasional basis for program set-ups.

Status: This is a full-time, exempt, ministerial position, excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers.

Compensation: \$38,000 to \$45,000 depending on education and experience. 20 days paid vacation accrued annually. Paid medical insurance for the employee. Refer to HPPC Employee handbook for details and other benefits.