

Presbyterian Church of Traverse City

Job Description: Director of Family Ministries

Accountability: Supervised by Senior Pastor/Head of Staff
Status: 15-30 hours/week
FLSA: Hourly non-exempt
Supervises: Nursery Worker

Job Summary

This position will lead dynamic Sunday School programs, foster intergenerational spiritual growth through programs, retreats, and VBS, and help to support the youth program in administrative support.

Essential Functions:

- Plan, develop, and lead Sunday School program for children each Sunday (September-June, apart from communion Sundays), working with the pastors to select and develop weekly themes/Scripture focus using a curriculum.
- Plan, develop, and help lead monthly opportunities for intergenerational spiritual formation for the entire congregation including retreats, VBS, bible study, etc.
- Provide administrative support for the Youth Ministry program (organizing events, tracking paperwork, etc.)
- Recruit, help train, and manage volunteers for children, youth, and intergenerational programming.
- Communicate regularly with parents, etc.
- Coordinates nursery staff and volunteers.
- Serve as a staff representative and participate in monthly Children and Youth Ministries Committee meetings.

Minimum Qualifications:

- High School diploma or equivalent
- Bachelor's degree preferred, theological training welcomed
- Previous experience working with children (small and large groups) and their families
- Willingness to support the theology, mission, and vision of PCTC and the PC(USA)

Physical Requirements

- Able to move freely in and out of buildings (church, businesses, etc.)

Core Competencies:

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in their area of giftedness and passion.

Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.