

St. Mark's Presbyterian Church
24027 Pennsylvania Ave.
Lomita, CA 90717
Phone: 310.326.4086
www.stmarkspres.org

Job Description: Director of Family Ministries

The Director of Family Ministries provides programs of education, fellowship, and spiritual growth for children, youth, and their families. The Director of Family Ministries is a person of strong personal faith in Jesus as Lord and Savior who is committed to sharing that faith with our children, youth, and their families and helping them explore and grow in their own faith journeys. The Director will develop and lead a disciple-making program with elements of scripture study, prayer, fellowship and mission.

Minimum Job Requirements:

- References- Professional and Personal
- Valid Driver's License
- A Live Scan background check (reimbursable expense)
- Probationary period is 6 months

Accountability: Accountable to the Session through the Pastor as Head of Staff and to the Christian Education Committee.

Location / Time: This is a part time position consisting of 10-12 hours per week. On-campus Sunday responsibilities are from 9:30am-11:30am (will vary depending upon special events). Work schedule is generally flexible and includes outside preparation, committee meetings, and other staff meetings and events as scheduled. Being a part of Church Life is desired.

Compensation: Annual salary is \$16500 -\$18000 commensurate with experience

Relationships: Christian Education Committee, Worship Team (Youth & children often participate during Worship), Pastor, Sunday-school & Nursery Teachers and Volunteers, Children & Youth and their families.

Qualifications:

1. Faith in Christ
2. Has some college-level education, preferably a bachelor's degree. Seminary students a plus.
3. Is a practicing Christian, baptized and familiar with the Reformed tradition and the Presbyterian Church (USA).
4. Has experience in implementing programs, planning and executing ministry events, and recruiting and training volunteers.

5. Demonstrates sound judgment in the supervision and safety of children and youth.
6. Able to use social media to communicate with parents, youth and children.
7. Able to update the Family Ministries portion of the church's website and Facebook page.

Evaluation: Performance reviews are prepared and presented annually by the Pastor/Head of Staff in conjunction with the Christian Education Committee and Personnel Committee. Compensation for this position is reviewed on an annual basis.

Responsibilities:

1. Build relationships with families, children and youth. Be "the face of family ministry," for the congregation and visiting families. Communicate on campus and also through communications media such as text, e-mail, Facebook, Instagram and other social media platforms.
2. Serve as an advocate, catalyst and resource for discipleship training and spiritual formation.
3. Administer Sunday-School program for children from preschool through twelfth grade.
 - a. Collaborate with CE Committee on curriculum and/or educational model.
 - b. Serve as primary staff for children's safety. Work with CE Committee to see that teachers who work with children are live-scanned, and that the learning environment is physically and emotionally safe. Ensure that all incident reports are filed immediately.
 - c. Oversee registration and release forms of all children and ensure that copies are being sent to the office by the teachers and Nursery Care Coordinator.
 - d. Recruit and train volunteer teachers and helpers.
 - e. Build relationships with parents and grandparents as well as developing relationships with children and youth.
 - f. Manage the Sunday-School portion of the CE budget, ordering curriculum and supplies as needed.
4. Achieve CPR and first aid training certification.
5. Oversee the organization and maintenance of the Christian Education classroom spaces. Notify staff cleaning services as necessary.
6. Maintain recreational equipment in coordination with Christian Education Committee.
7. With the CE Committee Moderator/Member, do annual performance reviews for Child Care Coordinator and Child Care Workers.
8. Coordinate with the Pastor, Worship Arts Director and Worship Committee opportunities for children to use their gifts in worship services during the year and especially at Christmas time.

9. Plan and lead three or more inter-generational learning events during the year, e.g. Lent-Easter Season, Summer Family Camp or Vacation Bible School, Advent-Christmas Season, etc.
10. Look for opportunities to incorporate mission for the children and youth. This may include participation in existing church mission activities.
11. Attend staff meetings as scheduled.
12. Attend regular Christian Education meetings once a month.

To apply, please send a resume and cover letter, by email only, to Personnel Committee [<lomitastmarks@sbcglobal.net>](mailto:lomitastmarks@sbcglobal.net).

All qualified candidates will be contacted directly.