

**KENNEWICK FIRST PRESBYTERIAN CHURCH**  
**JOB DESCRIPTION**  
**MINISTRY: Director of Family and Student Ministries**

**PURPOSE OF MINISTRY:**

The Director of Family and Student Ministries is responsible for developing and delivering a comprehensive program of Christian Education and Formation for children (birth – 5<sup>th</sup> grade) and youth (6<sup>th</sup> – 12<sup>th</sup> grade) at Kennewick First Presbyterian Church. To provide organization and leadership for effective ministry to youth, children and families of KFPC. It is important that the Director inspires and excites children and their parents to learn and study the faith by communicating and demonstrating a personal passion for Jesus Christ.

The position exists to equip all ages to be lifelong disciples of Jesus Christ who participate in Christ's mission at KFPC, in the Tri-Cities and throughout the world. The Director is responsible for the leadership and continued development of KFPC families/ and walking alongside youth ministry volunteers, student leaders, and parents and guardians of youth.

**RESPONSIBLE TO:**

The Director of Family and Student Ministries reports directly to the Find Community Team (CE and Youth elders) and is accountable to the Head of Staff, and the Session (Personnel Team). The Director is the staff liaison to the Find Community Team (CE) and works with appropriate Program Staff to develop the Christian Education Ministry of the church.

**MINISTRY DESCRIPTION:**

*Coordinate Student Ministry Program (birth to 12 grade).*

Provide staff leadership for the Christian Education Ministry of the church, ensuring that the ministry is in alignment with the church's vision statement, "Daily Becoming the Heart and Hands of Jesus Christ."

Recruit, support, and equip the Christian Education Team and train volunteers to minister to children and their parents.

Interface and coordinate with the Pastoral and Program staff and relevant Ministry Teams to develop new and creative ministries designed to aid in the faith development of children and their families.

Minister to children and their families and build relationships with parents, children, and members of the congregation.

Oversee the Children's Sunday School Program.

Develop, review and select Children's Ministry curriculum.

Ensure that the Christian Education rooms and bulletin boards are well-maintained.

Direct Vacation Bible School and recruit, train, equip and support VBS volunteers and leaders.

Oversee the Nursery/Child Care Coordinator.

Work with the Special Events Team to plan and hold monthly family events for fellowship and mission.

Lead regularly KFPC Mid-High (YBs) and senior high (LYFE) youth groups

Develop relationships with students and their families.

Help KFPC children experience God, find community and serve the world.

Equip youth to understand and share the good news of Jesus Christ.

Integrate youth into the wider life of the church, encouraging participation in Sunday Worship, and facilitating meaningful connections between youth and faithful adults in the congregation.

Engage in youth outreach and contact ministry, utilizing social media as appropriate.

Plan, organize, and lead retreats, special events, mission trips, and service projects. These may include summer camps, Slamquest and Blast, concerts, Orcas Encampment and Youth Sunday.

Support the Trailseeker ministry by encouraging high school youth to participate.

Conduct Confirmation Classes as needed.

Plan the yearly calendar for Children's, and youth ministries in collaboration with other Program Staff and the Finding Community Team.

Recruit, equip, and empower youth ministry volunteers to be ministry partners in the discipleship of KFPC youth, while making sure volunteers are compliant with church policies. Meeting regularly with volunteers for planning.

Communicate with youth, parents, church staff, session and volunteers regarding youth ministry and activities.

Prepare and manage the use of the annual budget for Christian Education and Youth ministry in collaboration with the Finding Community Elders and Session.

Participate in weekly staff meetings, monthly Finding Community Team meetings, and attending Session meetings when appropriate; participating in church-wide activities and other duties as assigned.

Participate in youth ministries activities within Northwest Coast Presbytery, as appropriate.

Assist in worship and participating in various other ministry tasks as directed by the Pastor/Head of Staff.

Communicate regularly with the congregation through newsletters, website, and Annual Reports.

Train volunteers, run background checks, and ensure our Child Abuse Protection Policy is enforced.

#### **SKILLS:**

The Director shall be a committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ. The Director must possess a baccalaureate degree, preferably in education or a closely related field, and shall have experience teaching or directing educational activities in a Christian setting. The Director should communicate enthusiasm for Christian

Education and Formation, have an in-depth knowledge of the Bible, the Confessions of the Reformed Faith and the theology of the Presbyterian Church.

Current CPR Certification required. Display a positive work ethic, be self-motivated, a self-starter, a team player, and have strong interpersonal skills, demonstrating an ability to work well with both children, students and adults. This person should possess strong interpersonal skills; the ability to collaborate with staff and volunteers of various ages, abilities and backgrounds; and have organizational and administrative abilities. Be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility. Attend Sunday worship regularly.

**TIME COMMITMENT:**

This is a salaried full-time exempt staff position requiring 40 hours per week. This position requires flexibility to meet the programmatic and seasonal needs of the CE ministry (children and youth) and of the church. The Director is expected to take an active role in the life of KFPC. The Director should establish regular office hours. A 3+year commitment is desired to enable the continued formation of a sustainable children's and youth ministry at KFPC.

**COMPENSATION/BENEFITS:**

A competitive salary will be offered commensurate with educational background and experience. Automobile, book and expense allowances and five days annual study leave are included. For details on other benefits such as medical insurance, sick leave and vacation, etc. please refer to KFPC Personnel Policies, Rev. 7 dated February 2021.

**EVALUATION:**

A self-assessment of performance will be provided annually to the Head of Staff. The Head of Staff and members of the Personnel Team of Session will conduct an annual performance appraisal, with input from the Find Community Elders to review performance, expectations and compensation and provide feedback to Session.