

HOLY CROSS PRESBYTERIAN CHURCH

JOB DESCRIPTION

TITLE: Family Pastor/Director of Family Ministries

EXEMPT STATUS: Exempt

REPORTS TO: Lead Pastor

GENERAL SUMMARY:

The Family Pastor is a fulltime position that oversees the nursery, children, and youth ministries of Holy Cross. This position will be responsible for developing the shepherding, outreach, and discipleship ministries from cradle to young adult while resourcing families and mentoring volunteers.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Develops and oversees small group ministries within the children and youth ministries, ensuring that discipleship among children and youth happens in community.
2. Recruits, trains, and oversees volunteers in the nursery, children, and youth ministries; fosters a team-based approach within these ministries.
3. Conducts regular volunteer team meetings for discipleship, event planning and growth.
4. Develops regular events and activities for the children and youth ministries that promote outreach to the community and connection within the ministry.
5. Oversees and/or develops the curriculum for discipleship opportunities from nursery through high school youth ministry.
6. Partners with and resources parents for the spiritual development of their children.
7. Responsible for the aesthetic, organization, and cleanliness of the children and youth facilities.
8. Participates in Session meetings as requested.
9. Other duties as assigned by the Lead Pastor.

QUALIFICATIONS:

1. Must have a love for the Lord, His Word, and His people.
2. Strong oral and written communication abilities and skills.
3. Ability to process the life stage distinctions between infant through youth and assist in transitioning youth into the life of the body of Christ.
4. Ability to work under pressure, meet deadlines, work well without direct supervision, provide strong pastoral care to children, youth, and families.
5. Must be either ordained, ordainable or in process of completing a MDiv from an accredited, Reformed seminary. Ability to lead worship, conduct marriages, and funerals as required. Supervisory training helpful, not required.
6. Proficient or willing to be trained in Microsoft Office Suite, Church Planning Center, and have a working knowledge of industry standard applications for weekly needs.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit for up to 75% of the work day; must be able to stand and walk throughout the work day. Must be able to push and pull up to 50 lbs. unassisted. Must be able to lift up to 30 lbs. Must be able to bend and reach. Must have good manual dexterity for typing and operation of office machinery including computer. Requires continuous mental and visual attention to diversified operations.

For more information or to apply, please contact our lead pastor Jake Bennett at jake@holycrosspca.org.