

Pisgah ARP Church, Gastonia NC

Job Title: Director of Family Ministry

Location: 3600 Linwood Road, Gastonia NC 28052

Reports To: CE Committee and Senior Pastor

Position Type: Full-time

Position Summary

Position provides an opportunity to serve a key role in the spiritual growth of an established congregation committed to a vision of "REACH IN, REACH UP, REACH OUT, and have a heart for making disciples by outreach within the community. Candidate will have a genuine Christian character, consecrated to Christ, and dedicated to His service, and be committed to ARP Standards/Reformed theology.

Primary Responsibilities

General Duties:

Be actively involved with organizations within the church regarding educational aspects for children, youth, and adults within their respective programs.

Review budget monthly and bring concerns to the Christian Education Committee.

Work hours based on events/activities with office hours. (SS, Worship, Midweek, etc.)

Cultivate volunteers, teachers, and advisors for various groups and programs.

Create CE events calendar by the end of January for the year and publicize events in coordination with other church staff.

Other responsibilities as assigned by the Employer (Session Approved) to perform the duties of the position and promote Christian Education and support to all members of the Church.

Sunday School/Midweek:

Recommend and secure approved curriculum for Sunday School (Quarterly) and Midweek (Yearly). Distribute material and supplies to classes. Work with members of the Curriculum committee of the CE committee as needed.

Be available to support and encourage teachers and have quarterly teachers' meetings. Initiate and develop ideas to promote growth in attendance.

Maintain roster of Sunday School teachers and advise CE committee of problems/concerns.

Communicate with Sunday School superintendent options for covering teacher absences.

Develop and update rosters by age group for infants - high school. Have ready annually by January CE meeting.

Provide updated class rosters to confirm new members are included. Advise new members of class choices.

Youth Work:

Communicate fluently with youth advisors, parents, and other stake holders in a monthly newsletter/calendar.

Assist youth leaders in planning activities for youth and make recommendations to advisors and follow up.

Collect registration forms and payments for youth retreats/conferences, etc.

Advise on fund raising opportunities to support mission trips.

Communicate activities to Congregation thru internal communication methods.

Children's Work:

Work with and participate with advisors/teachers in providing curriculum and materials to stimulate interest.

Coordinate and organize monthly social and recreational activities for children and families.

Make recommendations to CE committee of seasonal and summer events for children and their families.

Vacation Bible School:

Plan and direct Vacation Bible School and work with CEC to choose and order VBS material/supplies.

Offer suggestions for adult Bible School Programs.

Encourage and equip volunteers to serve in Vacation Bible School.

Promote VBS attendance in coordination with other church staff.

Qualifications:

Well organized, strong communicator, self-motivated, ability to work with minimum supervision.

Professional dress and conduct him/herself in a professional manner.

College graduate or have equivalent work experience (in a similar field of employment).

Proficient in Microsoft Office or equivalent.

Available for off campus events, retreats, conferences, mission trips, etc. with reliable transportation.

Compensation:

Compensation will be determined based on experience, qualifications, and the church budget. A comprehensive benefits package will be provided unless the candidate is on their spouse's plan.