

Director of Family Ministries
First Presbyterian Church
Topeka, KS

Purpose:

The purpose of this position is to develop and lead all aspects of ministry with families (parents, children, and youth). The DFM will work with the Pastor and the Session in creating, developing, and supervising ministries with families both on-site in the church and out in the community.

Education and Experience:

Required: Bachelor's Degree in a relevant field. 3 to 5 years' experience working with children, youth, and families in one or more churches. Solid understanding and appreciation of the Presbyterian Church (USA). Preferred: some theological training in the Reformed tradition; certification or working towards certification in Christian Education.

Skills and Attributes:

Authentic, contagious faith with solid scriptural foundation; a strong sense of call to family ministry; ability to relate well to people of all ages, especially parents, youth, and children. Excellent communication skills, including experience with social media; organizational skills, including the ability to grow, track, and support existing ministries; entrepreneurial skills, including the ability to design, measure, and evaluate new ministries and programs.

Responsibilities:

The overall vision for the Director of Family Ministries is to develop and oversee programs that strengthen and bless families. The DFM will create new opportunities for parents, children, and youth to build relationships, grow in the understanding and practice of their faith, and reach out to their communities, sharing God's love from the heart of Topeka. The DFM will be a key staff role, working collaboratively with the pastor, session, and other staff members as we move towards becoming a 7-days-a-week church with many new ministries happening off-site.

Responsibilities for existing ministries

- Coordinate the Sunday School program (Sept. – May); recruit teachers and helpers; make sure all volunteers are appropriately screened and trained.
- Supervise the Nursery Coordinator and nursery ministry (year-round); hire new nursery workers as needed
- Oversee planning and coordination of yearly Vacation Bible School (June)
- Be a visible presence on Sunday mornings; watch for and welcome new families
- Coordinate and grow our special events for families (Family Advent Night, Shrove Tuesday/Ash Wednesday event, Christmas Eve "pageant," etc.)
- Help plan activities with and for our youth, including an annual summer mission trip; plan appropriate fundraising events
- Manage the budgets of children and youth programs
- With all of the above, ensure excellent communication and publicity

Develop new relationships and ministries

- Develop relationship with Topeka Day Care families (TDC is our on-site tenant), promoting our ministries and inviting them to join in.
- Create new small group opportunities for families/parents: Bible studies, prayer groups, community service groups. Small groups may meet in homes and other off-site locations.
- Assess needs of children, youth, and parents both inside and outside the church and design new programs that meet these needs.
- Connect with other churches in the area; develop relationships with other Topeka Presbyterian churches, with Heartland Center (in Parkville, MO) and with the Presbytery of Northern Kansas.
- Continually look outward and seek to discern how we are called to better share God's love from the heart of Topeka.

Accountability

The Director of Family Ministries reports directly to the Head of Staff. Also, as a condition of employment, candidate(s) are subject to a comprehensive background investigation.

Salary and Benefits:

Very competitive salary, commensurate with experience. Generous benefits package available.

Hours:

Full-time, exempt, 40-hours/week. Availability on Sundays and some weeknights is required.