

Director of Family Ministries Hiddenwood Presbyterian Church

Supervisor: Pastor/Head of Staff

Hours: Part-time (20-25 hrs)

Skills and Qualifications

- Faith in Jesus Christ and enthusiasm for helping others explore and deepen their faith
- Strong organizational, communication, and relationship-building skills with the ability to work independently as well as in a team environment
- Eagerness to serve and learn alongside different age groups
- Willingness to abide by Presbyterian polity and to learn about the Reformed tradition
- Familiarity with relevant software (Email, Office, Canva, Google Suite, etc.)
- Bachelor's degree required
- Enthusiasm for developing and implementing engaging ministries for the following age groups:

Children

- **“Time with Children”** - Lead and/or recruit and equip volunteers to conduct “Time with Children” during Sunday worship
- **Sunday School** - Select Sunday School curriculum, teach or recruit and train volunteers to teach Sunday School
- **Jr. Disciples** – Assist with curriculum, plan, and leading Jr. Disciples, a mid-week program for elementary school aged children
- **Family Fun Nights** - Coordinate with the Family Ministry Committee to plan, lead, and advertise Family Fun Nights (currently held in September, November, December, January, March, and May)
- **Annual Events** - Plan and lead children's activities during annual worship and social events (e.g., Shrove Tuesday, Pumpkin Festival, etc.)
- **Nursery** - Interview, hire, and train nursery personnel; ensure compliance with mandated health requirements, and provide necessary resources (e.g., cleaning supplies and sign-in sheets)

Youth

- **Youth Group** – Assist with planning weekly programs; hire and supervise youth intern(s)
- **Confirmation** - Organize and lead confirmation for 8th graders
- **Youth Trips** - Chaperone for Montreat, Massenetta, and/or Triennium as needed
- **Mission** - Create youth mission opportunities at church or with community partners

College/Adults

- Strengthen relationships with our neighbors—especially CNU—by developing service opportunities (e.g., volunteers for Family Fun Nights and the Pumpkin Festival)
- Work with the Family Ministry Committee and Seasonal Teams to deepen the spiritual life of the congregation by providing opportunities for Bible studies, small groups, and

outside speakers (e.g., recruiting guests to speak at our monthly Food for Thought gatherings)

Hiddenwood Presbyterian School (HPS)

- Maintain the church's relationship with Hiddenwood Presbyterian School by attending school board meetings as a non-voting member
- Plan and lead bi-monthly chapel services
- Work closely with the HPS Director to explore ways for the congregation and school to join forces for fellowship events (e.g., Family Fun Nights) and mission opportunities (e.g., inviting preschool families to bring in supplies for the church's food pantry)

Other Responsibilities

- As Moderator of the Family Ministry Committee, work directly with committee members to oversee the budget, recruit and equip volunteers, apply for presbytery grants, and promote Family Ministry programs to the wider congregation and community
- Attend weekly staff meetings, monthly Family Ministry meetings, periodic school board meetings, occasional Session meetings, and the annual leadership retreat

Compensation

- Negotiable based on education/experience
- Vacation - 3 weeks annually (paid)
- Study Leave - 1 week annually (paid)
- Sick Leave – 12 days annually
- Continuing Education Expense - \$1,500