



Job Title: Family Ministry Coordinator

Reports To: Christian Education Committee and Head of Staff

FLSA Status: Non-Exempt Part Time/Hourly: 15-20 hrs per week

\$20,000 - \$22,000/yr according to skill and experience

Send resume to contact@palisadespres.org

Summary: The Family Ministry Coordinator plays a pivotal role in nurturing and guiding the spiritual development of families and members within the Palisades Presbyterian Church (PPC). This role provides leadership in the areas of Christian education, congregational growth, outreach, and membership involvement in collaboration with the Christian Education Elders and Head Pastor. This person will develop, implement and enhance programs to provide meaningful opportunities to grow in faith for the PPC family. We seek a person with a vibrant Christian faith, love for all ages, and a desire to walk alongside people on their faith journey.

PPC is aware that this is a large responsibility to take on. Not all of these things will be accomplished right away. We hope to find someone that is willing to think long term while partnering with us in God's work here.

Duties and Responsibilities: *All duties and responsibilities are conducted with the support from the Christian Education Committee, the Session, and the Head Pastor.*

- Create a vision for ongoing family engagement, set goals, and monitor progress.
- Be open to creative ways of thinking outside the box of "But we've always done it this way."
- Organize and facilitate special events, workshops, and retreats that promote family engagement, spiritual growth, and community building.
- Partner with the Head Pastor and Christian Education Committee to create intergenerational opportunities.
- Oversee and coordinate Christian Education programs, including Sunday School, youth groups, confirmation and adult education classes.
- Extend the ministry of Palisades to new families and youth in our neighborhood.
- Recruit, encourage, and provide ongoing support for volunteers involved in Christian Education.
- Communicate clearly with the Head of Staff and Office Administrator about dates of events and activities.
- Attend and contribute to the Christian Education Committee meetings.
- Participate in the life of the church.

Short Term Responsibilities:

- Create Children and Youth Emergency Forms.
- Create Safe Church Policy with the Head Pastor's support.

Skills and Attributes:

- Creative
- Enjoys working with all ages
- Oral & Written Communication Skills
- Ministry Minded
- Demonstrates Professionalism & Reliability
- Understands the demands of church work
- Strong Planning/Organizational Skills
- Time Management
- Computer Literacy
- Experience with Google Drive
- Experience with or able to learn ChurchTrac
- Meets Physical Demands of the Job

Education/Qualifications:

- At least 2 years experience in Church Ministry with families, children or youth.
- Education in Biblical Studies or Christian Education is encouraged.
- A deep understanding of Relational Ministry.
- Position requires someone with a strong Christian commitment.
- Excellent interpersonal and communication skills.
- Strong organizational and leadership abilities.
- Must be self-motivated.