

**PRESBYTERIAN CHURCH OF THE COVENANT**  
*Worshipping Jesus Christ, Living Out God's Love, Transforming Community by the Holy Spirit*

**JOB DESCRIPTION**  
**Director of Family Ministries**

Summary:	The Director of Family Ministries will have a clear calling to love and care for the people of the Presbyterian Church of the Covenant (PCC), Costa Mesa, and surrounding areas, desiring others to fully experience the love of Jesus Christ. The Director will use their gifts to care for the PCC family as well as embark on new ministry opportunities alongside the Pastor and church leaders. The Director will oversee Family Ministries, aligning with PCC's vision to come alongside individuals and families in cultivating and deepening their faith. This will include leading and connecting volunteers and staff through worship, service, and growth.
Location:	Presbyterian Church of the Covenant, Costa Mesa, CA
Reports to:	PCC Pastor
FLSA Status:	Non-exempt, Full-time

**KEY RESPONSIBILITIES**

- Work with the Pastor and church leaders to envision and implement new ministries that will impact existing students and families while also reaching out to our unchurched neighbors, Costa Mesa High School, and Orange Coast Community College.
  - Create multifaceted Family Ministries in partnership with the Pastor that includes music, new programming, service opportunities, and fellowship activities.
  - Develop/find age-appropriate curriculum that is engaging for children and students of diverse backgrounds (culturally, ethnically, and socio-economically) which nurture their faith in Jesus Christ.
  - Create a culture of supporting parents and other adults to become spiritual leaders sharing God's love and encouraging children, students and young adults in their growth and development.
- Develop robust and healthy volunteer teams.
  - Recruit, equip, and empower volunteers from various backgrounds and life stages to maximize influence and reach.
  - Build with the team an organized structure and plan for Family Ministries.
  - Develop a culture of affirmation, celebration, and vision.
- Create a vibrant, dynamic, and safe environment for Family Ministries.
  - Design an appealing space for youth and families.
  - Establish and foster healthy lines of communication between Family Ministries and other ministries within the church.
  - Plan and execute Family Ministries programs and/or childcare for seasonal services and other events.
  - Ensure compliance with the PCC Child/Youth/Vulnerable Adult Protection Policy.
- Contribute to and participate in a healthy staff culture.
  - Participate in staff meetings, as well as church events and activities.

- o Promote staff unity; support and assist colleagues.
- Perform other duties as situation requires or as assigned by the Pastor.
  - o Engage in a secondary ministry based on gifts, skill and passion.
  - o Attend Family Ministry-related camps up to twice a year.
  - o Lead team meetings.
  - o Complete required training.
  - o Other duties as assigned.

**POSITION QUALIFICATIONS**

- Christian with experience in ministry, mentoring, or working with youth and children
- Proficient in or willing to learn how to use Microsoft Office, Google applications, social media and other technological platforms
- Team player
- Culturally sensitive, with experience working in diverse populations
- Self-motivated with strong verbal and written communication skills
- The selected candidate must pass a background check.

**OTHER SPECIFICATIONS**

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 40 hours/week.
<i>Working Conditions:</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. Non-smoking buildings and environment.
<i>Compensation:</i>	\$40,000 to \$50,000
<i>Benefits:</i>	Paid Vacation and Sick Time

*This job description is intended to describe the general nature of this job and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Presbyterian Church of the Covenant and does not establish a contract for employment.*