

## **Job Opening for Gilroy Presbyterian Church:**

# **Family Ministry Director**

**Reports to:** Senior Pastor

**Department:** Christian Education

**Supervises:** Children and Youth volunteers

**Classification:** Full-time *or* Part-time (Negotiable contingent upon availability and salary)

**Salary Range:** \$60,000+ for full-time/ Negotiable contingent upon qualifications and experience

### **I. JOB SUMMARY:**

To prepare God's people for works of service so that the body of Christ may be built up (Ephesians 4:12), with emphasis in planning, coordinating, directing, leading weekly Family Ministries. The Family Ministries Director will oversee the life and direction of the Children and Youth Ministry operations, teaching and volunteer care.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES -**

- Coordinate and maintain excellent elementary, middle and high school ministry operations, including Sunday mornings, mid-week programs and special events/ projects.
- Develop weekly thematic plans and select appropriate focus and activities for elementary students (grade K-5) and youth (middle and high school) with participatory emphasis
- Communicate plans to staff, volunteer teams and church in a timely manner
- Supervise and facilitate children's and youth activities: games, small groups, music, spiritual formation
- Recruit, train and supervises volunteers to assistant with children's and youth activities
- Schedule and direct special events, i.e., Day Camp, TNT, family game night, movie night, Fall Festival, Exploratorium, etc.
- Participate in staff and ministry leadership meetings.
- Communication with families and students on an ongoing basis via social media, online worship and other innovative modes
- Manage care and use of facilities used for Family Ministries and is responsible for light custodial and maintenance as needed. Responsible for alerting Pastor or Office Manager to larger needs
- Manage and structures budget in collaboration with Christian Education Committee and/or Session
- Perform other duties as assigned by Pastor, Christian Education and/or Personnel Committees

### **III. Required Personal Attributes:**

Applicant possesses physical, mental, interpersonal and creative qualities that enable him/her to effectively execute all duties that are typically encountered and reasonably expected while serving in the role of Interim Family Ministries Coordinator.

### **IV. Qualifications and Experience**

- College degree (highly desireable)
- Experience leading
- Ability to lead and mentor volunteer team(s)
- Strong organizational and people skills
- Possess technology and social media skills and experiences
- Possess positive attitude and ability to motivate and praise others
- Strong Christian commitment to serving as a disciple of Christ (highly desirable)

### **V. Compensation**

- \$60,000+ and/or Negotiable and commensurate w/ education level, skillsets and/or experiences
- Health Benefits (contingent upon Full-time and minimum staffing)

### **VI. DEADLINE TO APPLY: Open until filled**

### **VII. Beginning Date:** Per recommendation of Personnel Committee and Approval by Session

### **VII. Application Procedure:**

- Submit Gilroy Presbyterian Church Application (printable on GPC website: About Us)
- Letter of Intent, which can be emailed to **gene@gilroypres.org**
- Resume and three (3) current letters of reference to:

**Gene Sakahara, Chair, Personnel Committee**  
**Gilroy Presbyterian Church, 6000 Miller Ave., Gilroy, CA 95020**  
**Phone: (408) 842-3000**