

Job Description

St. Andrew Presbyterian Church
3604 NE 10th Court, Renton WA 98056
(425) 272-5836

POSITION

JOB TITLE **Director of Children and Family Ministries**
CONTRACT YEAR July 2019 – June 2020
EMPLOYEE

PURPOSE

The primary work of the Director of Children and Family Ministries is to mobilize the people of St. Andrew to fulfil their baptismal promise to our children, youth, and families—to “guide and nurture them by word and deed, with love and prayer, encouraging them to know and follow Jesus Christ.”

ACCOUNTABILITY

The Director of Children and Family Ministries is accountable to the Session, through the pastor, head of staff, and its Proclamation & Evangelism Ministry. In January or February, a representative of the Proclamation & Evangelism Ministry shall conduct an annual review of the job description, performance and compensation.

PERSONAL ATTRIBUTES

The Director of Children and Family Ministries [hereafter “Director”] is to represent the Christian faith of St. Andrew in all contacts with children. Her/his manner of life should be a demonstration of the Christian gospel in the church and in the world. The Director will have a genuine love for children that reflects the love of God and will be able to guide the children with teaching, formation, and recreation activities.

The Director must be at least 18 years of age and submit to a Washington State Patrol background check.

RESPONSIBILITIES

The ministry of St. Andrew is not primarily about attracting people to an institution but encouraging the people who are part of the congregation as they seek to live out their faith and grow in love for the world. We are not asking the Director to build a ministry that attracts people to us, as much as we are asking this person to help us to build the kind of loving relationships with one another that will proclaim the gospel to our children and enable them to be formed as disciples of Jesus Christ.

Responsibilities would include:

1. Leadership Development:
 - a. Develop relationships with the people of St. Andrew with a view to identifying and equipping gifts and calls for ministry with children and youth.
 - b. Through a ministry of presence, help parents to live out their baptismal faith in the presence of children and so invite them to take up the journey of faith.
 - c. Engender environments conducive to the formation of mutual, intergenerational, and generative relationships within the congregation.
 - d. Develop leadership and discipleship skills among our children and youth through their active involvement in all parts of the life of the St. Andrew community.
2. Ministry Coordination:
 - a. Provide leadership and support for all volunteers and leadership within assigned areas of ministry.
 - b. Build relationships and help to recruit, retain, and form ministry partners.
 - c. Be a colleague in ministry with the pastoral and administrative staff and the appropriate Session entities, meeting regularly to coordinate, develop, and sustain ministry strategies and programmatic elements.
 - d. Design, execute, and evaluate teaching, formation, and recreation activities.

COMPENSATION

HOURS	18 hours per week.
WAGE	\$19 per hour, paid monthly at \$1,482 per month.
EMPLOYER PAID BENEFITS	Employer's portion of FICA and worker's compensation. Employer's portion and employee's portion of the State of Washington's Paid Medical and Family Leave benefit.
UNEMPLOYMENT COMPENSATION	Unemployment compensation is not available.
HOLIDAYS	No paid holidays.
VACATION	36 hours (two work weeks) awarded on July 1, 2019. July 1, 2019 (Vacation Award Anniversary Date)
SICK LEAVE	26 hours (1.4 work week) awarded on July 1, 2019. July 1, 2019 (Sick Leave Award Anniversary Date)
DATE OF HIRE	July 1, 2019