

# Tualatin Plains Presbyterian Church

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## Family Ministries Director Job Posting

### About Us

Tualatin Plains Presbyterian Church (PCUSA), known locally as the Old Scotch Church, is a vibrant community of faith with a focus on excellence in traditional worship and music. We are a strong, relational community that is family-oriented and multi-generational. Our congregation believes in the centrality of Jesus as our Lord and Savior, and we seek to follow God's kingdom work here on earth. Education on matters of theology and Christian living is highly valued, including building the faith of the next generations. We value our history and the story of faith of those who have come before us, honoring all we are given as good stewards. We are fortunate to have both the need and the means to seek another member for our church's ministry team who can focus with our families on the gifts of our children and youth.

### Position Description: Family Ministries Director

The Family Ministries Director position will give oversight, guidance, and hands-on interaction with our preschool (age 4) children through our high school youth (grade 12) and their families. We have an excellent team of volunteers who can both learn from and support the Director we select to enhance the spiritual and educational needs of our children. As an overview of the work, we seek a team member of our staff who has a growing Christian faith, will interact in a vibrant community, will coordinate and engage in ministry to children and youth as well as intergenerational ministry, and will do so with good means of communication and administration.

The weekly time commitment for this position is estimated at 20-30 hours, with a wage of at least \$20 per hour, depending on experience. The Director reports regularly to the Session, is supervised by the Pastor, and works closely with the Christian Education elder, other staff members, and volunteers in the area of Family Ministry.

### Responsibilities:

1. Engage in the life of the congregation as a participant in church worship and fellowship as well as maintaining a vital personal faith through regular Bible study and prayer.
  - a. Support our Christian education program for children and youth as part of intergenerational ministry in our congregation. This includes working with the Christian Education elder in curriculum choices, and preparing youth group Bible studies for meetings.
  - b. Work with students and volunteers to plan regular youth meetings, youth events, and special services.
  - c. Implement the plans for children and youth service projects, activities, including intergenerational and area Youth Collective activities.

- d. Work with youth, parents and Session to design purposeful and meaningful mission projects, along with securing the necessary funds. Payment for mission trip work is one week of part-time salary, plus as additional honorarium.
  - e. Work with staff and volunteers to implement the annual successful VBS ministry.
2. Embrace a relational model of ministry.
    - a. Reach out to and build relationships with children, youth, their families, and other church members. This would include those currently active in church programs as well as those less (or not) active. Identify and support individual activities outside church programs.
    - b. Provision of pastoral care to children and youth is a collaborative effort with the pastor. At times, this care may extend to the larger congregation.
    - c. Seek ways to build relationships with local and Presbytery youth ministries.
  3. Work in an organized, effective, and well-communicated manner.
    - a. Ensure the safety and well-being of the children and youth participating in church programs.
    - b. Maintain timely communication with families, youth, and congregation regarding planned activities or areas of responsibilities.
    - c. Oversee the youth program budget and youth fund.
    - d. Attend and report in monthly Staff, Christian Education, and Session meetings.

**Vocational and Personal Qualifications:**

1. A transparent, growing relationship with Jesus Christ.
2. A passion and calling to nurture children, youth, and parents to foster Christian growth.
3. Undergraduate degree with emphasis on Christian ministry, education, or human development preferred.
4. Experience working with children and/or youth in a teaching, mentoring, or ministry role; and, a willingness to grow in this capacity at the children, youth and intergenerational levels.
5. Strong leadership and role model skills.
6. Exhibit excellent administrative, organizational and written and verbal communication skills. Active listening skills are valued.
7. Demonstrate self-motivational skills including: personal drive, initiative, and creativity. Must be able, and willing, to work both independently and collaboratively.
8. Is a team player, with a positive attitude, partnering with volunteer and paid staff, as well as with families.
9. CPR/AED certification, either current or willing to take 1-hour training.

Interested candidates may contact the church office or website for access to an application. Applications will be reviewed upon receipt until the position is filled. Please note: A background check including driving record and a drug test is required prior to a formal offer.