



First Presbyterian Church

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Family Ministries Coordinator

PURPOSE: To resource the Spiritual Life Committee and other appropriate entities in the development and implementation of an on-going program of fellowship, nurture, and faith development opportunities for the members of First Presbyterian Church and the surrounding community. This will include the pursuit of activities that contribute to the nurture and growth of young people and encourage and support their involvement in various areas of church life.

SPECIFICATIONS: Full-time Exempt. Base salary of \$40K to be determined by education, experience and qualifications, with benefits of paid leave and medical insurance assistance. All expenses incurred on the job will be reimbursed on a monthly basis.

ACCOUNTABILITY:

Is accountable to the Spiritual Life Committee of the Session (church ruling board) for the meeting of job objectives and to the pastor or personnel committee moderator for day-to-day supervision.

RESPONSIBILITIES:

Plan, develop, and coordinate activities and programs for our church.
Develop relationships with church members and recruit for assistance.
Meet regularly with the Pastor and Personnel Committee.
Attend Spiritual Life meetings as a staff and resource person.
Attend community youth events for outreach opportunities with youth.
Order and purchase necessary supplies and materials within the budget in consultation with the Spiritual Life Committee, the Pastor and Personnel Committee Moderator.
Desired: Coordinate youth and adult vocal and instrumental music for worship services or events.

The pastor and the Session Personnel Committee will perform an annual review of performance with input from the Spiritual Life Committee. Will begin employment upon the Session's approval and after appropriate reference and background inquiries have been successfully completed.

For information about First Presbyterian Church and this position, see our website: fpcindependence.com or contact us at FPCIndeeIA@gmail.com