

POSITION DESCRIPTION

12/20/11

Title: Associate Pastor for Young Family Ministries

Purpose: The Associate Pastor for Young Family Ministries, with direction from the Pastor, shall lead the staff and congregation in fulfilling the mission of San Marino Community Church through the development, implementation and administration of programs specifically designed for the church's ministry with children, middle school, high school and college age students. The programs developed should reflect a seamless continuum. Additionally, the Associate Pastor for Young Family Ministries shall be responsible for providing pastoral care to young families (families with children through college age).

Responsibilities:

Parent Ministries: *includes, but is not limited to*

- Provide pastoral care, guidance, and encouragement to help parents with their own faith, marriage, and parenting skills.
- Encourage parents to become part of the life of the church through greater involvement as teachers, greeters, planners, drivers, etc. developing their gifts.
- Provide resources and support for faith development within the family.
- Interface with San Marino Community Church Nursery School for creative ways to involve parents in church life.

Children Ministries: *includes, but is not limited to*

- Oversee children's ministry program including Sunday school with age appropriate curriculum; recruit, equip and support teachers and helpers; and, supervise paid care givers.
- Oversee the development of goals and milestones (with markers such as 3rd grade Bibles) which encourage children to grow in faith and understanding; integrate ministry with children into congregational worship such as "Time with Children".
- Oversee and help develop meaningful programs such as Music and Discovery, Advent Celebration, Christmas Eve Nativity Pageant, Easter celebration, mission opportunities and Vacation Bible School.

Student Ministries: *includes, but is not limited to*

- Oversee a student ministry program which includes worship and fellowship. Invite and equip mentors to assist.
- Provide a welcoming environment for middle and high school students to explore and develop their faith, providing guidance and inspiration.
- Recruit, supervise, and direct confirmation class.
- Organize periodic mission and fellowship experiences for students including mission trips and summer activities.
- Support students through attendance at school plays, music and sporting events and be in communication and cooperation with local student groups.

Other Duties:

- Together with other clergy, act as a staff liaison to the Education and Spiritual Development Committee, providing pastoral support and resources for children's and student programs and projects, including budget development and administration.
- Serve as a member of Session, acting as Moderator when appointed to do so by the Pastor.

- Seek opportunities to further his/her own professional and spiritual development
- Assume other responsibilities as assigned by the Pastor

Personal Qualifications/Requirements:

- Ordained in the Presbyterian Church (USA)
- Trained in Christian education and student ministry or equivalent experience
- Possess practical experience in Christian education, student ministry, leadership development, and planning student programs in a church setting
- Demonstrates practical experience planning and integrating ministry with children and students into the life of the church and into congregational worship
- Excellent communication skills and ability to relate to others with warmth and compassion
- Comfortable and successful in providing pastoral care
- Strong team-building and organizational skills
- Able to provide worship and administrative leadership

Relationships: The Associate Pastor for Young Family Ministries reports to and is supervised by the Pastor, and administrative staff, and supervises staff members assigned to children's, student and college ministries. He/she is a member of the San Gabriel Presbytery.

Employee Category: Full Time, exempt

Revised 12/16/11