



Farragut Presbyterian Church
Director of Family Ministries
Job Description

Position	Director of Family Ministries (Part-time)	Reports to	Pastor/Head of Staff
FLSA Classification	Exempt	Last Revised	October 2018

Purpose of Job | The purpose of this job is to serve young families of Farragut Presbyterian Church by developing and maintaining a comprehensive and expanding ministry program for children and youth (preschool through senior high) and their parents.

Essential Functions | The Director of Family Ministries is responsible for the following essential functions:

- Direct the Sunday education program including teacher recruitment and curriculum selection
- Manage youth fellowship programs, mission trips, and conferences, including recruiting and providing support to volunteer youth leaders
- Facilitate mid-week children’s programs
- Direct summer Vacation Bible School
- Implement and manage fellowship and educational opportunities for parents of children and youth
- Greet visitors, providing information on church activities and follow-up with visitors with children and youth
- Support the preschool director and staff as needed
- Maintain class rolls, required consent forms, and safety checks for church children, parents, and volunteers
- Manage childcare programming (including hiring, training, and supervising childcare staff) for Sunday mornings, special events, meetings, and other regular activities.
- Draft and submit articles for the monthly church newsletter
- Plan and facilitate fundraising projects for children’s and youth programs, as needed

