



## **KENNEWICK FIRST PRESBYTERIAN CHURCH**

*"Daily Becoming the Heart and Hands of Jesus Christ."*

### **JOB DESCRIPTION**

#### **MINISTRY: ASSOCIATE PASTOR FOR FAMILY AND STUDENT MINISTRIES**

##### **PURPOSE OF MINISTRY:**

The Associate Pastor is to lead Kennewick First Presbyterian Church's Family and Student Ministries. The Associate Pastor is responsible for developing and delivering a comprehensive program of christian education and spiritual formation for students and families at Kennewick First Presbyterian Church. It is important that the Associate Pastor inspires and excites children and their parents to learn and study the faith by communicating and demonstrating a personal passion for Jesus Christ.

##### **RESPONSIBLE TO:**

The Associate Pastor for Family and Student Ministries reports directly to the Head of Staff and the Session. The Associate Pastor is the staff liaison to the Find Community Team (CE) and works with appropriate Program Staff to develop the Christian Education Ministry, including the Family and Youth Programs of the church. The Associate Pastor reports to both the Senior Pastor and Session.

##### **MINISTRY DESCRIPTION:**

###### **Student Ministries (Youth)**

- Leading Kennewick First Pres Mid Hi (YB's) and Senior High (LYFE) youth groups.
- Developing relationships with youth.
- Integrating youth into the life of the church; encouraging participation in Sunday worship.
- Equipping youth to understand and share the good news of Jesus Christ.
- Assist and coordinate Confirmation Class with the Senior Pastor.
- Plan, organize and lead retreats, special events, mission trips, and service projects.
- Attend Find Community Team (CE) meetings and attend Session meetings.
- Prepare and manage the annual Find Community Budget in collaboration with elders serving on Session.
- Communicate regularly with the congregation through newsletters, church website, and Annual Reports.

###### **Christian Education**

- Coordinate and oversee the Sunday Morning Christian Education Program (all ages).
- Provide staff leadership for the Christian Education Ministry of the church, ensuring that the ministry is in alignment with the church's vision statement, *"Daily Becoming the Heart and Hands of Jesus Christ."*
- Recruit, support, and equip the Christian Education Team and train volunteers to minister to students and families. Train volunteers, run background checks, and ensure our Child Abuse Protection Policy is enforced.
- Develop, review and select curriculum.
- Ensure that the Christian Education rooms and bulletin boards are well-maintained.
- Direct Vacation Bible School -recruit, train, equip and support VBS volunteers and leaders.

## **Family Ministries**

- Minister to children, students, and families and build relationships with parents, children, youth, and members of the congregation; building relationships with families both in the congregation and outside.
- Schedule and lead monthly Family Events in coordination with the Find Community Team.
- Lead Annual events such as: Youth Sunday, Communion Training, Holiday Events.
- Plan a yearly comprehensive calendar for Youth, Family, and Children's Ministries.
- Oversee the Nursery/Child Care Coordinator.

## **Pastoral Duties**

- Participate in the preaching ministry, funerals, and weddings as determined by the Senior Pastor.
- Assist with worship leadership, including presiding over Sacraments.
- Participate in staff retreats twice each year.
- Support the Session and Moderate meetings in the absence of the Senior Pastor. Assist with Elder/Deacon retreats twice each year.
- Participate in the life of the connectional church through the Presbytery of North West Coast; Presbytery gatherings and serve on Presbytery commissions and task forces as appropriate.
- Attend Presbytery training sessions as required and appropriate.
- Work with Kennewick First Presbyterian leadership in casting vision for making and equipping lifelong disciples of Jesus Christ.

## **SKILLS:**

The Associate Pastor shall be a committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ. The Pastor should be an Ordained Minister in the PC(USA) or on the path to Ordination. The Pastor should exhibit enthusiasm for youth and young family ministries, Christian Education and spiritual Formation and have an in-depth knowledge of the Bible and Confessions of the Reformed Faith.

Current CPR Certification is required. Associate Pastor must display a positive work ethic, be self-motivated and a team player, and have strong interpersonal skills, demonstrating an ability to work well with both children and adults. Associate Pastor needs to be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility. Attend Sunday worship.

## **TIME COMMITMENT:**

This position is full-time (40 hours/week) to provide performance of the job responsibilities outlined above.

## **COMPENSATION/BENEFITS:**

Compensation for this position is established annually by the Session in the budget presented to the congregation.

## **EVALUATIONS:**

A Self-Assessment of performance will be provided to the Head of Staff annually, generally in May. The head of Staff and members of the Session Personnel Committee will conduct a performance appraisal annually, usually in September, and provide feedback to the Session.

