

Family Life Director (Full-Time)
Knox Evangelical Presbyterian Church
2595 Elmwood Ave, Kenmore NY 14217
KnoxEPC.com

Purpose

The Family Life Director primarily oversees the development and operation of student and multigenerational ministries at Knox Church in order to help us accomplish our church's goal of "Modeling the mission of Christ by growing, serving, and loving." We are open to the director using his or her specific gifts for areas that God is calling him or her to do.

Qualifications

- A saving faith and strong relationship in Jesus Christ
- A bachelor's degree (preferably in ministry, Bible, or education) or relevant experience
- Prior experience in ministry and/or education
- Knowledge of the Bible and key doctrines
- Self-motivated with a good work ethic
- Fun-spirited while also responsible and a person of integrity
- A gift for teaching and communication
- Pass a New York State sex offender background check

Accountability

The Family Life Director will be accountable to the Senior Pastor as the head of staff, the personnel committee, and Knox's Session of Elders. The Director will also go through a yearly performance review by the personnel committee.

Duties and Responsibilities

- Plan regular outreach and fellowship events that involve both church members and the community.
- Plan regular local mission projects for the church to participate while working toward a goal of running a yearly mission trip.
- Plan, develop, and run weekly teen Sunday School and youth programs.
- Recruit, train, and encourage a leadership team for teen ministries.
- Work with the Christian Ed team for kids Sunday School and events.
- Be available to assist in worship and possibly guest preach from the pulpit.
- Assist and help with the yearly Vacation Bible School.
- Write a monthly article for the Knox Church website and newsletter.
- Attend Session meetings and deliver a monthly report to it.
- Meet with the senior pastor once a week to touch base and pray together.
- Network with other churches' family ministries in the area.

Time Expectations

The Director is expected to spend 40 hours a week working, whether it is at the church or outside the church. At least half of that time should be on church property. The position is salaried and exempt from overtime.

Compensation

The Family Life Director will receive an annual compensation package that includes \$33,842 salary, \$6,000 toward health insurance (if needed), two weeks' annual vacation, six sick days, and mileage reimbursed for church-related driving.

To apply:

Please provide an introductory cover letter, your résumé, and at least three non-family references with contact information to pastor@knoxepc.com with the subject line "Family Life Director application."