



Perrysburg First Church Job Description

Title: Director of Family Ministries

Job Classification: Regular, Salaried, Exempted

Scheduled weeks per year: 52

Scheduled hours per week: 40

Day to day supervisor: Senior Pastor

Job Summary:

The Director of Family Ministries will provide visionary leadership, strategic direction and hands-on oversight for ministries serving children (nursery-elementary), youth (middle & high school) and family programs. The Director will aspire to enable, encourage and equip the next generation to become devoted followers of Jesus Christ.

Responsibilities:

- Design and implement family, children, and youth programming and curriculum that will stimulate Christian growth and enhance relationships with God, peers, and families.
- Develop and lead a team of volunteer leaders in growing a healthy, relational and outward focused children, youth and family ministry. "The goal is to lead our leaders."
- Provide leadership in programs for children and youth such as Children's Church, nursery, Youth Group, Team Kid, VBS, retreats, summer camps, mission projects, fundraisers, and Bible studies.
- Develop and lead a vision for intergenerational ministry by intentionally integrating children and youth into weekend worship services and the broader life of the church through meaningful opportunities for worship, service, leadership, and community.
- Foster and maintain relationships and contact with parents/guardians.
- Review, implement and assure compliance of all children and youth ministries with PFC's Safe Sanctuaries Policy.
- Coordinate special activities, service opportunities, and spiritual growth experiences for adults and families.
- Serve as liaison between Perrysburg First Church and PFC's preschool to foster relationships between preschool children & families and the church body.
- Work with the preschool Administrator to oversee preschool operations.
- Offer sermons and contribute to communications within the church as requested by the Senior Pastor.
- Participate on worship planning team.
- Responsibilities as may be assigned from time to time by the Senior Pastor.

Qualifications:

- Strong and mature Christian faith and a desire to share that faith
- Assertive and proactive leadership – a motivational leader
- Solid verbal and written communication skills
- Ability to recruit, equip and empower volunteers and participants
- Mature in judgement and youthful in spirit
- Self-starter and organized
- Bachelor's degree from an accredited college or university
- A minimum of 1 year of experience working with children, youth and their families is preferred.

Hours, Compensation, and Benefits

- **Hours of employment:**
 - 40 hours per week (minimum average). This position requires evening and weekend hours. Because of constantly changing requirements, a flexible schedule may be permitted as approved by the Senior Pastor. One day per week should be set aside as a non-workday (Sabbath); the specific day will be mutually agreed upon by the Director Family Ministries and the Senior Pastor. Every effort should be made to avoid scheduling events that require participation on this non-workday.
- **Compensation:**
 - Payable on the 15th and 30th of each month, in accordance with regular payroll policies.
- **Benefits:**
 - Benefits will be provided to the employee pursuant to the terms of the employee handbook
- **At-Will Employee**

Employee: _____ Date: _____

Senior Pastor: _____ Date: _____

Chairperson PSPRC: _____ Date: _____

Revised date
July 2026

Prior date
2024