

## **Director of Family Ministries**

Milwaukie Presbyterian Church – Milwaukie, OR

### **ABOUT THE POSITION:**

The Director of Family Ministries will collaborate with staff and church members to design, implement, and deliver Milwaukie Presbyterian Church's ministries of nurture, including: spiritual development, education, and fellowship.

### **ABOUT MPC:**

We are a Christian church affiliated with the Presbyterian Church (USA). We are a justice-seeking, intellectually curious, LGBTQIA+ affirming congregation that cares deeply about one another, the Milwaukie community, and the world. More can be found at [www.milwaukiepres.org](http://www.milwaukiepres.org).

### **THE DETAILS:**

This is a local position that requires 15 hours per week including Sunday mornings, weekdays, and occasional evenings and weekends. Email access and some facility with technology is required.

### **HOW YOU WILL SPEND YOUR TIME WITH US:**

- Nurture the spiritual development of all ages at MPC, with special attention to children and youth under the age of 18;
- Design, implement, publicize, and deliver a high-quality calendar of education and fellowship events in collaboration with other staff and committees;
- Participate and assist in hybrid worship on Sunday mornings and other services;
- Be a key part of the life of the church community, to support both the values, vision and ethos of MPC;
- Build relationships and maintain contact with parents/guardians of children and youth;
- Create and manage budgets for education and fellowship ministries;
- Use assigned email accounts, Zoom, Google Docs, Google Slides, and Slack to facilitate planning and host church events;
- Communicate with the staff and volunteers during regular office hours;
- Collaborate well with staff colleagues, volunteers, and community partners;
- Work independently, take initiative, and seek help when needed;
- Supervise MPC's part-time nursery attendants.

### **PERSONAL QUALITIES AND ATTRIBUTES:**

- Experience as a volunteer or staff working with small children and youth;

- Knowledge of developmental stages in spiritual development;
- Spiritual practices that align with the Presbyterian Church (USA);
- Strong organizational skills;
- High ethical standards;
- Strong interpersonal, written, and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Interest in playing a part in the regeneration of the wider Milwaukie community through the ministries of the church;
- A valid driver's license and automobile insurance.

#### COMPENSATION:

- This is a part-time salaried position at \$1365/month
- A professional expense account of \$200/year is provided
- Two weeks of paid vacation time, including two Sundays
- Paid sick leave in accordance with state law
- Continuing education leave and funding available

#### HOW TO APPLY:

Send a cover letter and resume that describe appropriate experience to: [search@milwaukiepres.org](mailto:search@milwaukiepres.org). This position is open until filled.

2416 SE Lake Road | Milwaukie OR 97222 | [www.milwaukiepres.org](http://www.milwaukiepres.org)