

POSITION DESCRIPTION

FIRST PRESBYTERIAN CHURCH OF CARSON CITY

FAMILY MINISTRY COORDINATOR

TITLE: Family Ministry Coordinator

PURPOSE: To grow disciples of Jesus Christ by engaging families of children (up through sixth grade age) in regular opportunities for Christian education, integration within the life of the community, and service bearing witness to God's grace and love.

ACCOUNTABILITY: To the pastor as head of staff and to the Session through the Personnel Committee.

RESPONSIBILITIES:

Organizing and directing a comprehensive children's Sunday School program.

Organizing and facilitating opportunities for families to engage in activities together with other members of the congregation who have expertise or passion to share (e.g., tours, hikes, rides, music).

Organizing and facilitating opportunities for families to engage in fellowship together (e.g., mid-week meals, family choir, game nights).

Organizing and facilitating age-appropriate service opportunities in Carson City and surrounding areas (e.g., GraceWorks, soup kitchen, roadside cleanup).

Organizing and facilitating family-oriented mission opportunities (e.g., sponsoring a child through Compassion International, pen-pal/correspondence with FPC-supported missionaries).

Inviting, developing, and equipping a team of volunteers and leaders (the idea being to raise up leaders who understand their role in providing opportunities to raise up additional leaders).

SUPPORT: Works in concert with the pastor and Christian Education Committee to help frame the vision and provide the resources for growing ministries.

EVALUATION: Performance reviews will be conducted annually by the pastor as head of staff, the Session Personnel Committee, and a representative from the Christian Education committee. The Personnel Committee will annually review the adequacy of compensation and make recommendations for Session action.

COMPENSATION: This is a part-time, hourly position, up to a maximum of 30 hours per week at a rate of \$17.50/hour.



First Presbyterian
CHURCH
CARSON CITY

APPLICATION FOR EMPLOYMENT
First Presbyterian Church is an Equal Opportunity Employer
 PLEASE PRINT ALL ANSWERS ACCURATELY.
 The information supplied is subject to verification and any inaccuracy or omission
 may disqualify you from employment.

PERSONAL INFORMATION			
Name of Applicant (Last)		(First)	(Middle)
Physical Address (Street)			Phone Number
(City) (State) (Zip Code)			() -
Mailing Address (if different than above)			How long at current address?
Driver's License Number and State of Issue	Are you over the age of 21? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever used another name? If yes, what name?	
Current Church Affiliation		Pastor Name	
I am a professing Christian <input type="checkbox"/> Yes <input type="checkbox"/> No		I am/would be willing to be a covenant partner of FPC Carson City <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, state position:	May we contact your present & past employers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment (excluding traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No Conviction does not necessarily disqualify the applicant from employment. Please provide date, place, and disposition of any convictions:			
Will transportation be a problem during either summer or winter? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have the legal right to work in the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION DESIRED			
Title of desired position		Date you're available to start	Days/Hours available to work
EMPLOYMENT HISTORY			
Please list your work experience for the past five years beginning with your most recent job held. (Use separate sheet of paper if needed for additional jobs)			
Company Name		Company Address	
Dates of Employment: FROM TO		Position title:	
Supervisor's Name		Phone Number () -	Email
Reason for leaving			
Company Name		Company Address	
Dates of Employment: FROM TO		Position title:	
Supervisor's Name		Phone Number () -	Email
Reason for leaving			

Company Name		Company Address	
Dates of Employment: FROM TO		Position title:	
Supervisor's Name		Phone Number () -	Email
Reason for leaving			
Company Name		Company Address	
Dates of Employment: FROM TO		Position title:	
Supervisor's Name		Phone Number () -	Email
Reason for leaving			
Company Name		Company Address	
Dates of Employment: FROM: TO		Position title:	
Supervisor's Name		Phone Number () -	Email
Reason for leaving			
Company Name		Company Address	
Dates of Employment: FROM TO		Position title:	
Supervisor's Name		Phone Number () -	Email
Reason for leaving			
EDUCATION			
NAME		LOCATION	DEGREE OR GRADE COMPLETED
High School			
College			
Other training			
Special skills			

REFERENCES

Please list three references other than relatives or previous employers

NAME	ADDRESS	EMAIL	PHONE	OCCUPATION

I authorize First Presbyterian Church (FPC) to obtain any information concerning my record of character whether from records of previous employment, References or other parties. I authorize said companies and individuals to release such information and release them from liability or damage which may result from this information. I understand all information supplied in this application is subject to verification and any inaccuracy, omission, or falsification may disqualify me from consideration for employment or result in my immediate discharge if I am selected for employment.

I understand that my employment is not for any definite term and may be terminated at any time, without advance notice by either myself or FPC, for any reason. I understand that should I be accepted for employment at FPC, I will be an at-will employee.

In consideration for employment with FPC, if employed, I agree to comply with rules, regulations, and policies of FPC at all times and understand that such compliance is a condition of employment.

I understand that my application will be kept on file for a period of 12 months. After this period, if I would like to be considered for this or any other position, I will need to complete a new application.

By signing this document I verify that I have read, understand, and agree to the above statements.

Signature

Date

Submit application with cover letter, resume, references and statement of faith to:

PASTOR ROBERT DAVIS
FIRST PRESBYTERIAN CHURCH
306 W. MUSSER STREET
CARSON CITY, NV 89703

Phone: (775) 882-1032 Fax: (775) 882-8095