



Position Description  
**Assistant Pastor for Families**

**Employee Classification:** This is a full-time ordained exempt position

**CPC Mission:** Our Mission is to glorify God and share His love by **Connecting People to Christ.**

**Purpose:** The purpose of this position is to design and build a new pathway and set of strategies for a comprehensive ministry to children, students, and their families. We are eager to provide a spiritual foundation for the families we serve and invite adults and children of all ages to find and follow Jesus as maturing disciples for the whole of their lives. Bring your entrepreneurial ideas, deep love for Jesus, and positivity; join our team as we follow Jesus together.

**Accountability:** This position reports to Senior Pastor

**Essential Traits:**

- A vibrant and maturing faith.
- Master of Divinity degree and ordained (or ordainable) in ECO. We would also consider a highly qualified non-ordained person for this position.
- Theological convictions aligned with ECO – Evangelical, Reformed, and Egalitarian.
- A love and passion for discipling students and equipping parents.
- Intergenerational sensitivity: Awareness of the needs of children, students, and their parents/families.
- Relentlessly positive spirit: Casts a spirit of hope and joy that contributes to a flourishing church.
- Staff/Team commitment: Commitment to the health and vitality of the staff and ministry teams, provides encouragement and support to fellow staff members.
- A self-starter who is able to prioritize.
- Personal characteristics of integrity, vision, discernment, compassion, and humor.

## **Responsibilities**

### **Children's Ministry:**

- In partnership with our part-time Children's Ministry staff, develop and supervise programs to provide Christian formation for children. Create a safe and welcoming space for children of our congregation and community to meet Jesus and discover God's love.
- Articulate a theological vision and develop a strategy for children consistent with CPC's theological foundation.
- Direct curriculum selection and development for all Children's Ministry programs.
- Supervise Children's Ministry staff and conduct annual reviews of the staff.
- Provide leadership for volunteer personnel and maintain safety protocols and practices.
- Identify opportunities for children to become fully involved in the life of the church.
- Prepare annual budgets and goals for the Children's Ministry.

### **Youth Ministries:**

- Design and develop new pathways and practices for connecting with students on the Monterey Peninsula, both middle and high school.
- Contact Work: move outside the church walls to interact with, show love to, and care for students in our area. In addition, attract new young people who are not currently involved in the church.
- Develop a new program/process for inviting students into a relationship with Christ and grow in their spiritual formation.
- Develop a process for training interns and developing and retaining volunteers for the Youth Ministry.
- Plan and lead retreats, camps, and mission trips for the Youth Ministry.
- Supervise any interns in the Youth Ministry and conduct their annual reviews.

### **Family Ministries:**

- Design and build new pathways of reaching families with young children on the Monterey Peninsula.
- Work with appropriate leadership to develop programs which assist parents in nurturing their children's spiritual formation, integrating Christian faith and family life, including resources for the home.
- Establish a process for developing and retaining volunteers for Family Ministry.
- Provide intergenerational encounters for the church family that help fulfill the congregation's baptismal vows to support the faith journey of children.
- Partner across all ministry areas to develop opportunities for fostering community among families in the church.
- Maintain a supportive relationship with children and their families, providing referrals when special pastoral care or other support is needed.

**General Responsibilities:**

- Participate in general life of the congregation and maintain a presence and build relationships with congregants of all ages.
- Work to ensure that we don't develop silos of ministry on the staff.
- Lead Worship and Preach as assigned.
- Attend all staff meetings and retreats in which staff are expected to participate (if remote, via Zoom).
- Be a constructive and helpful support to other members of the staff, and work in collaboration to help better the ministry of the whole church, not only Family Ministries.
- Serve as a team player committed to mutuality and accountability in the body of Christ
- Other duties as may be assigned consistent with the rationale for this position.

**To Apply:**

Please submit the following to [Courtney@carmelpres.org](mailto:Courtney@carmelpres.org):

- Cover Letter
- CV or resumé
- Links to two teaching/preaching samples

Church website: [Carmelpres.org](http://Carmelpres.org)