



1901 Vine Street, Hudson, WI 54016
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First Presbyterian Church (FPC) is seeking a Family-Intergenerational Ministries Coordinator to join the staff of our growing congregation. Located in Hudson, WI, FPC is an active a Christian community dedicated to *sharing God's love* and *growing in faith*. We are committed to intergenerational worship and learning; creativity, diversity, and balance in worship, music, and art; caring for one another as family (in all the best senses of the word family); the welcome and inclusion of all people; and more! Please visit www.fpchudson.net to explore the story of our family of faith past and present and get a better glimpse of our hopes for the future!

RESPONSIBILITIES:

The Family-Intergenerational Ministries Coordinator will coordinate (1) opportunities for young people and their families to grow in faith and share God's love and (2) opportunities for the entire congregation to be in ministry to and with young people and their families. Administrative, programmatic, and relational responsibilities will include:

- Developing and directing regular educational, fellowship, service, and other enrichment activities for middle school and high school youth, including special summer activities
- Collaborating with the pastor, other staff members, and congregational leaders to foster opportunities for intergenerational relationships and youth/family involvement in all aspects of congregational life and ministry
- Recruiting and resourcing lay leaders/ mentors for youth-specific activities
- Identifying and facilitating opportunities for members of the congregation (of all ages) to connect/ build relationships with young people and their families in the wider community
- Collaborating with the pastor and congregational leaders to facilitate Christian formation/ education experiences for youth at church and for use by families at home
- Promoting youth and intergenerational ministries using diverse communication tools (i.e. direct personal emails/ calls, verbal announcements in worship, newsletters, email marketing, social media, etc.)
- Upholding First Presbyterian Church's core values, policies, and procedures

Other duties as assigned.

QUALIFICATIONS:

This position is best suited for a candidate who loves young people and their families and has a passion for connecting families to opportunities to share God's love and grow in faith through worship, service, education, and fellowship; who enjoys the creative and logistical aspects of event planning; and who possesses the interpersonal skills that enable relationships with young people, families, and volunteers of all ages to form and flourish.

In addition, we seek a detail-oriented individual who possesses the following traits: creativity, maturity, respect for all ages, and respect for theological diversity; strong written and oral communication and listening skills; ability to motivate and lead volunteers and youth; motivation and self-starter capabilities; knowledge and proficiency with commonly used computer software programs (e.g.: MS Office Suite); and organizational and administration skills.

The successful candidate will possess a bachelor's degree from an accredited college or university (or have commensurate experience) and have experience in leading and coordinating intergenerational events. As a condition of employment, the successful candidate must pass a criminal background check and be willing to complete first aid and CPR/AED certification.

ACCOUNTABILITY AND EVALUATION:

The Family-Intergenerational Ministries Coordinator will report to the Pastor. Performance reviews will be conducted annually by the Pastor under the auspices of the Session's Personnel Committee. The Session and Personnel Committee will annually review compensation.

SALARY and HOURS:

Salary commensurate with experience. Benefits include paid sick leave and paid vacation, and optional pre-tax withholdings for health insurance, healthcare and dependent care flexible spending accounts, and 403b retirement plan.

This position is 25 hours per week on average. While hours can be flexible to meet the role, the following availability, with the exception of planned time off, is required for the role:

- Sundays mornings
- Staff meetings at 11:00am on Wednesdays

Additional time off will be granted when a work week exceeds the average hours due to retreats, trips, etc. required by the ministry.

TO APPLY:

Send resume and cover letter to Pastor/ Head of Staff Kendra Grams at kendra.grams@fpchudson.net.