

01.01.26

EMPLOYMENT CONTRACT  
OPPORTUNITY PRESBYTERIAN CHURCH

Title: Family Ministries Director  
Term: 90 Days provisional, then annual review, see employee handbook  
Purpose: To lead ministries with families within the ministry of OPC  
Accountability: Family Ministries Elder and Session through the Personnel Commission  
Compensation: Part-time salaried position; 20 hours/week average, \$23,876 annual salary

Responsibilities:

This position has two general areas of responsibility- children and youth ministries. Although ministry is different each week, over the course of the year the division of each area is equitable.

- 1) Outreach to children and families (average approx. 4 hours/week)
  - a. Regular communication with all families with children at OPC
  - b. Outreach event (monthly)
    - i. Parents' Night Out, family nights, service projects, seasonal programs like Advent, Lent, Trunk or Treat, Easter egg hunt
  - c. Vacation Bible School
- 2) Discipleship of children (average approx. 6 hours/week)
  - a. Plan and oversee volunteers for Sunday School, including nursery (weekly)
  - b. Participation in worship (weekly)
  - c. Occasional activities (camp, baptism and communion classes, Bible gifting, parenting class, etc.)
- 3) Outreach to youth and families (average approx. 4 hours/week)
  - a. Regular communication with all families with youth at OPC
  - b. Outreach event (average every two months)
    - i. Special events, outings, service project, seasonal events
  - c. Summer youth program
- 4) Discipleship of youth (average approx. 6 hours/week)
  - a. Participation in worship (weekly)
  - b. Plan and lead activities for Youth Group (weekly)
  - c. Occasional activities (Toy Store, Souper Bowl of Caring, graduation, etc)

*Employment is with the mutual consent of the employee and church. Both parties have the right to terminate the employment relationship at any time, with or without cause or advance notice.*

\_\_\_\_\_  
For Opportunity Presbyterian Church

\_\_\_\_\_  
Employee

\_\_\_\_\_  
date

Qualifications:

1. Be a committed follower of Jesus Christ.
2. Have a heart for the Church.
3. Display a cheerful, loving attitude.
4. Be dependable and communicate well with others.
5. Successful completion of a background check.