



Director of Family Ministries

Reports to: Pastor

Status: Part-time (approximately 20 hours a week)

Benefits and Vacation: Please see Personnel Policies and Procedures

General Statement: The director of family ministries works in conjunction with other staff and church volunteers to oversee ministries with church families, including children, youth, and adults. The goal of this position is to create opportunities for the church members to engage with one another through discipleship opportunities and in the community in order to do Christ's holy work.

Family Ministries:

- Coordinate, manage and prepare family events to include but not limited to the following:
 - Annual Easter Egg Hunt, Trunk or Treat, and Breakfast with Santa.
 - Coordinate special events and trips (as appropriate) for children, youth, and families that enhance their spiritual growth and development.
 - Communicate effectively and timely with the church body and office staff about events and activities; including effective use of social media platforms.
 - Work with Financial Administrator to ensure proper usage of funds and budget preparedness.
 - Work with Invite and Serve chairs to plan, promote, and coordinate ministries beyond the walls of the church.

Children and Youth Ministries:

- In conjunction with Grow chair, plan, coordinate, and oversee regular gatherings of children and youth, helping them build community among themselves while also encouraging their spiritual growth and Christian discipleship.
- Preview and order all Sunday School, VBS, children and youth curriculum as needed.
- Oversee Children's church and ensure children's worship folders are maintained.
- Recruit and train volunteers to work with children and youth.
- Be a resource for youth and children's volunteers.
- Oversee Safe Sanctuaries Policy and implementation, provide and arrange for leadership and adult supervision for activities, trips, and outings.
- Build up and promote the youth ministry through Sunday School, special outings, retreats, and confirmation.
- Serve as the acolyte coordinator (including overseeing the acolyte schedule and training).

Other Duties:

- Work with church staff, volunteers and others to maintain, develop, and strengthen the overall ministries of the church.
- Collaborate with Pastor, Staff, church leaders, and church members to create new opportunities for connection and growth.
- Be accessible to the church members and other staff as needed, and especially on Sundays and Wednesdays.
- Participate in regular staff meetings.
- Prepare reports for Leadership Board meetings and Charge Conference as needed.