

**Gashland United Methodist Church**  
**Job Description for Director of Family Ministries**

**Reports to:** Senior Pastor

**Supervises:** Children and Youth Champions; Nursery Staff

**Purpose:** The purpose of Family Ministries at Gashland UMC is to offer engaging children and youth programming that assist young people and their families in finding community, deepening their faith, and making a difference in their community. The Director of Family Ministries serves in creative collaboration with volunteers and staff to initiate and maintain programs and activities that engage young people in the Northland community and partner with them in impacting that community for Christ. The Director of Family Ministries builds relationships with other Northland Children and Youth Pastors/Directors of local churches for collaboration.

**Responsibilities include, but are not limited to:**

**1. Children's Ministry Program**

- Coordinate Sunday School programs on Sunday mornings. This includes knowledge and organization of curriculums and the training, scheduling, and ongoing support of teachers.
- Coordinate weekly children's programs (currently our Wednesday night kids program), including recruiting and supporting parent and volunteer involvement.
- Partner with volunteers to provide leadership, direction, and volunteer support of summer programming (such as Vacation Bible School and Traveling Day Camp).
- Coordinate special events to engage families in the community and reach out to new families (such as Community Dinners, Fall Festival, etc.).

**2. Youth Ministry Program**

- Initiate and coordinate a weekly ministry for youth, including games and activities, as well as spiritual formation.
- Coordinate fellowship and retreat opportunities for youth (retreats, bowling, dinners, parties, movie nights, etc.)
- Coordinate service opportunities for youth and families, including local events and summer mission trips, in partnership with the Missions Team.
- Partner with Senior Pastor to develop and provide leadership for Youth Confirmation Program.

**3. Administration and Communication**

- Identify, recruit, and equip adult leaders and mentors to support children's and youth ministry, including providing training and Safe Gatherings Certification.
- Develop supportive relationships and maintain open communication with children, youth, parents, and families.
- Provide administrative leadership of youth and family programming through meetings, phone calls, emails, and utilizing other communications such as the church website, e-news, Facebook page, and bulletins.
- Schedule and coordinate fundraising events, if needed, and organize the youth and family ministry budget.

**4. Other Duties**

- Create and manage a monthly Family Ministry Newsletter to parents.
- Be able to visualize and create strategies to implement to continually be moving Gashland Family Ministries into the community.

**Position Qualifications:**

1. Must be a committed Christian seeking to continually deepen one's faith while supporting the United Methodist doctrine and theology.
2. Must have a passion for working with young people and families, and a demonstrated ability to plan, develop, coordinate, manage and implement ministry within a diverse church context.
3. Must have excellent written and verbal communication skills and conflict management skills.
4. Must have demonstrated ability to recruit, train and manage volunteers.
5. Experience working with youth and children in a ministry or other context is required. A bachelor's degree in a related field and/or Professional Certification in Youth/Children Work or Pastoral Ministry are desirable, but not required.
6. Employment will be pending until Safe Gatherings Certification, including criminal background check, is complete. There is a 90 day evaluation period.

**Position Hours and Pay:**

15 hours per week; \$13,000 salary

**To Apply:**

Interested parties should send a cover letter and resume including three references to [pastor@gashlandumc.org](mailto:pastor@gashlandumc.org).