

Job Description

TITLE: Director of Family Ministries
REPORT TO: Senior Pastor
CATEGORY: Ministerial Staff
CURRENTLY HELD BY: TBA
LAST UPDATED: January 2023

Responsible for ministry to all Children and Students in the church (Ages from birth through 5th grade):

- o Develop age-appropriate ministries to reach all the children and their families in the church.
- o Equip, recruit, train, and lead adults to assist in reaching children in each grade level for Christ.
- o Develop and promote vital small group, congregational-size, and celebration experiences.
- o Plan, schedule, and coordinate large group meetings, retreats, trips, etc.
- o Develop children and parent leadership teams and opportunities to serve.

Responsible for ministry to all youth and young adults in the church (beginning with 6th-grade students):

- o Develop age-appropriate ministries to reach all the youth and young adults in the church.
- o Equip, recruit, train, and lead adults to assist in reaching students in each age grouping for Christ.
- o Develop and promote vital small group, congregational-size, and celebration experiences.
- o Plan, schedule, and coordinate large group meetings, retreats, trips, etc.
- o Develop student and young adult leadership teams and opportunities to serve.

Administration:

- o Oversee tracking of budget, receipts, deposits, petty cash, and disbursements for family ministry events.
- o Oversee the administration and fundraising needs for special events and projects.
- o Handle all mailings related to the ministry
- o Create and implement a cohesive plan for service and mission with Acts 1:8 in mind. Jerusalem (local), Judea (Regional), Samaria (Cross-Cultural), and to the ends of the earth (Foreign) .

Sunday School, Mid-Week Program, and Children's Worship:

- o Recruit, equip and lead adults to reach children for Jesus Christ.
- o Develop vital small group, congregation, and celebration experiences.
- o Plan, schedule, and coordinate program activities, camps, special events, etc.

- o Organize every area of children’s ministry.
- o Recruit and train teachers and helpers for every area of children’s ministry
- o Recruit, develop, and train an advisory team (Children’s Committee) for you to direct, consult and advise the ministry of children

Youth Aged Ministry:

- o Recruit, equip and lead adult and student leaders to reach students for Jesus Christ.
- o Develop vital small group, congregation, and celebration experiences.
- o Plan, schedule, and coordinate program activities, camps, etc.

Internship Program:

- o Recruitment and interview process for candidates and seek housing when necessary.
- o Training and equipping of the interns.
- o Manage the internship program.

Church-Wide Visibility:

- o Serve as primary leader and communicator for a Sunday service targeted at young adults.
- o Communicate the overall vision, goals, and strategy of the youth and College-age ministries to the parents and church.
- o Partner with parents to help them realize God's dream for their child to produce youth who are authentic disciples of Christ, reaching others for Christ with the purpose of evangelism and discipleship.
- o Assist the Senior Pastor in the implementation of the vision and goals for the Christ United Methodist Church.
- o Assist the Senior Pastor in providing care to the congregation

Perform all other duties assigned by the Senior Pastor.

By signing this, I acknowledge that I have read and received a copy of this job description.

Employee’s
Signature _____ **Date** _____

Pastor’s
Signature _____ **Date** _____