

Concord Trinity United Methodist Church
Job Description
May 22, 2022

Position Title: **Director of Family Ministries**
Classification: Professional
FLSA Class: Exempt, Full-time 40 hours

General Statement of Duties:

The Director of Family Ministries oversees a year-round program for children, youth and families that connects them with Christ and community in ways that encourage Christ-centered living.

Supervision Received:

Reports to the Ministerial Director of Discipleship and Missions directly and Pastor Parish Relations Committee/Church Leadership Council indirectly.

Essential Duties and Responsibilities:

1. Offer transformational discipleship experiences for youth and children to discover and develop their identity as followers of Jesus Christ in a welcoming, inclusive community.
 - Opportunities include Sunday School, small groups, mission trips, service opportunities, Bible studies, confirmation process, etc.
2. Visioning:
 - Set yearly vision for youth and kids ministries in connection with church's vision/mission.
 - Establish short term and long-term goals/plans for living out the vision.
3. Recruiting/Training/Resourcing:
 - Recruit 2-4 new volunteers each spring each year.
 - Lead monthly Youth Ministry Team (YMT) meetings for ongoing training and planning.
 - Plan a retreat/training once a year for volunteers to renew and refresh volunteers.
 - Resource each volunteer with curriculum, training, feedback, etc. to develop healthy relationships with youth and children for spiritual growth.
4. Relationship Building:
 - Follow up with new visitors and lapsing families.
 - Contact each family in directory at least twice per year.
 - Be accessible, but with healthy boundaries for self, volunteers, and parents.
 - Facilitate youth and children being seen on their turf and encourage volunteers and members to make as many "come see me" visits as possible
 - at least one visit by a YMT to a youth per semester.
5. Church Staff and Congregational Support:
 - Communicate with the church staff, especially pastoral leadership, so that they are informed and supportive of the priorities and programs of the youth and kids ministries as they align with church goals.
 - Connect youth and kids ministries and the congregation through newsletter articles, family participation in worship, inter-generational events, etc.

6. Communications:

- Be sure the communication and resourcing needs of the volunteers, children, and youth are handled in a professional, safe and timely manner including social media posts, photography, attendance, newsletters, bulletin announcements, parent emails, forms, registrations, reservations, and updating of website.

7. Community Missions and Outreach:

- Plan mission and outreach in the community, 4-6 events per year, in communication with Missions Team and Ministerial Director of Discipleship and Missions.

8. Safe Gatherings Oversight:

- Ensure all volunteers planning to serve with youth and children have screening, training and certification according to Safe Gatherings policies prior to beginning their service.
- Maintain certification, rejection and renewal information in secure, confidential manner.

9. Nursery Oversight:

- Supervision of the Nursery Coordinator and oversight of the nursery room facilities, policies, and resource needs.

Required Knowledge, Skills and Abilities:

- Strong spiritual and emotional maturity
- Creative, caring and culturally relevant with children, youth, and families
- Commitment and enthusiasm for ministry and for Concord Trinity
- Interpersonal skills helpful to building volunteer teams and congregational relationships
- Ability to relate to children, youth, and adults
- Willingness for ongoing learning and development in leadership
- Desire to achieve personal and professional growth
- Responsible/accountable in social media/technology use
- Good working relationships
- Effective organizational skills

I have received a copy of the Director of Family Ministries job description

(signature)

(date signed)

Approved: _____

