

Grace Associate Reformed Presbyterian Church

Job Description

Job Title: Director of Family Ministry
Reports To: Senior Pastor

SUMMARY

Direct the overall operation of our family ministries, which consists of the Children's Ministry (age 0 through grade 5) and Student Ministry (grades 6 through 12) with the goals of (1) moving children and students progressively toward healthy discipleship in age-appropriate ways; (2) equipping parents to evangelize and disciple their own children and students; and (3) finding creative ways to reach out to visiting families and unchurched families in our surrounding community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Big Picture
 - a. Develop and lead middle school and high school ministry in conjunction with the overall vision of Grace ARP.
 - b. Envision and implement ways that our family ministries can grow our children and students into healthy disciples in age-appropriate ways, while activating or assisting their parents in their God-given roles of raising up disciples in their own homes.
 - c. Envision and implement ways that our family ministry can provide a warm welcome to new and visiting families and partner with other departments to reach out to unchurched families in our surrounding community.
2. Leadership and Team Development
 - a. Direct all official programs related to family ministries, including age-appropriate worship services, discipleship groups, service activities, nursery functions, and seasonal retreats and camps.
 - b. Recruit helpers and leaders from across the congregation to assist in the overall operation of all aspects of the family ministry. Ensure they are appropriately screened and qualified based on their level of exposure to students and their specific responsibilities.
 - c. Supervise, develop, and evaluate the Children's Ministry Director
 - d. Ensure all paid and key volunteer workers have clear expectations, training, development, and regular evaluations where appropriate.
3. Relationships and Collaboration
 - a. Oversee consistent communication with parents and provide the tools they need for spiritual leadership of their own children.
 - b. Always be on the lookout for new, visiting, or fringe families.

- c. Develop a culture of “thinking ahead” by practicing yearly planning and good communication regarding that plan with other church staff members.
- d. Communicate issues or needs of children, students and families with the rest of staff, as appropriate, for the purpose of a coordinated ministry response across various relevant departments.

4. Administration

- a. Ensure appropriate curricula and content are selected for children and student ministries.
- b. Oversee administrative aspects for all family ministry-related events including budgets, paperwork, advertisement, calendaring, communications, purchasing and transportation. Delegate where appropriate.
- c. Ensure children’s ministry needs and inputs are provided to the risk management committee and adequately addressed by church policy.

5. Personal and Professional Development

- a. Build in healthy rhythms of self-care, including nurturing your own soul, mind, body, relationships, and emotional life. Effectively balance work, family, and personal aspects of life. Let your relationship with God drive you to ministry, not the other way around.
- b. Actively seek to learn and sharpen your professional skills. Read books and obtain resources related to your calling and position. Pursue seminars, conferences, or similar professional development opportunities as much as possible.
- c. Gain and maintain a realistic view of secular culture and its role in the lives of children and students.

QUALIFICATIONS

The primary qualifications for this position are as follows:

- A spiritually mature individual who is proficient in communicating God’s Word, is evangelistically minded and assents to the tenets of Reformed Theology
- Loves Jesus and loves kids.
- Able to connect with parents and students equally.
- Passionate and heartfelt concern for both church and unchurched students and families
- Enthusiastic/Energetic
- Keeps appropriate priorities and manages time well.

EDUCATION and/or EXPERIENCE

A college or seminary degree in Student ministry or Christian education is preferred, but not required. More important than the content of the college degree is experience in a medium-to-large church setting where a variety of approaches to Student ministry were consistently demonstrated. Involvement in a Student ministry that focused on growing young disciples (not just creating fun worship experiences)

is highly preferred. Experience working with unchurched families or interacting with prospective families is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate, although it can be loud at times. It is a non-smoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position as the church grows more duties may be added. Under such circumstances, the required hours and proffered salary will be adjusted. Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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