



Full Time Family Ministries Coordinator

Last Updated 4/5/24

Vision Summary

The Family Ministry Coordinator is responsible for collaborating with staff, leadership, and volunteers to implement a gospel-centric discipleship vision for children, youth, and their parents at Grace Blue Ridge Church. This highly relational leadership position is responsible for overseeing children's ministry programming on Sunday mornings, as well as assisting with youth ministry programming on Sundays and Wednesday evenings. They will also help to plan and oversee special events designed for children, youth, and their families. Primary ministry duties include organization, communication, teaching, volunteer recruitment, and event planning. The Family Ministry Coordinator will help integrate our children, youth, and their families into Grace Blue Ridge Church, and help them to embody the church mission and values. He or she will work closely with the Director of Youth & Families to ensure a consistent vision and experience for families across all ages of childhood and adolescence.

Church Overview

Grace Blue Ridge is part of the Presbyterian Church of America (PCA) and is a reformed, contemporary congregation that started as a church plant 14 years ago. It has a diverse blend of ages, life stages, and backgrounds, with about fifty percent made up of families with children under 18.

The congregation has approximately 300 adult members and regular attenders and an additional 145 youth and children who are members or regular attenders. We average 230 people in weekly Sunday attendance, with an average of 60 children in our Sunday morning KidMin program weekly, as well as 50 students in our midweek Ridge Youth ministry programs. The church has 5 active session members, 5 full time staff, 4 part time staff, 4 adult volunteers in youth ministry, and approximately 50 volunteers in children's ministry.

Location

Hybrid: on-site at church, offsite, and from home.

Hours

Fulltime, 40 hours per week

Schedule: Sunday through Thursday weekly. Occasional Fridays or Saturdays for special events.

Relationships

- Reports to and is directly supervised by Director of Youth & Families
- Supervises volunteer leaders & assistants
- Interacts with other staff as needed, including Pastors and Director of Ministry
- Interacts with church family and community as a representative of GBR

Meeting Expectations

- Attends Core Staff Meeting 1x week (1.5 hour per week)
- Meets 1x week with Supervisor (apx 1 hour per week)
- Meets with various volunteers 1-2x week (apx 1-3 hours per week)
- Meets with families 1x week (apx 1-2 hours per week)
- Meets with Ridge youth students 1x week (apx 1-2 hours per week)

Job Qualifications:

The ideal candidate should have a strong, mature, and evident personal relationship with Jesus Christ as Lord and Savior, and a commitment to the vision and values of GBR. Additionally, he or she should have a clean background check and a minimum of a Bachelor's Degree in a related field (Early Childhood, Child Development, Elementary Education, or similar) or the equivalent in work experience. We think you'd be a good fit if you've worked with children or youth, either in a church ministry or an educational setting. A strong love for and ability to relationally connect with kids and teens is essential. We're looking for an energetic and collaborative team player with adaptability and creativity. Membership and church participation at GBR are required.

The ideal candidate should also have:

- Passion for the Gospel and the ability to articulate it at age appropriate levels
- Extensive experience with diverse age groups, including neurodivergent individuals

- Exceptional organizational abilities with keen attention to detail
- Clear and confident communication style, both orally and in writing
- Effective leadership experience and organization of volunteers
- Ability to inspire and mobilize others towards shared goals
- Strong interpersonal skills and a welcoming demeanor
- Ability to maintain composure and calm under pressure
- A disciplined work ethic and reliability
- Proficiency in Google Suite, Microsoft Office Suite, and Canva
- Proficiency with social media and newsletter programs, including Facebook, Instagram, Mailchimp, and Remind

Compensation:

- Salary Range: \$40-46k
- Health benefit stipend range: \$4500-\$9000
- This is a salaried position and is exempt

Time Off & Holidays:

- Full time employees are entitled to 3 weeks (15 days) PTO, with supervisor approval at least 4 weeks in advance.
- Full time employees are limited to 5 Sundays off per year as part of their PTO.
- We strive to be flexible and accommodating for sick days and emergency time off as needed.
- Full time staff are expected to attend worship service and GBR community events.
- We offer 8 paid holidays off if they do not overlap with Sunday mornings or previously arranged staff events. This usually includes New Years Day, MLK day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Overview of Job Duties:

Weekly KidMin Duties:

- Prep curriculum resources and support scheduled volunteer teachers to implement the Sunday KidMin Program
- Supervise and problem solve on Sunday mornings as needed
- Engage in relationship building with KidMin volunteers and participating families
- Manage communication channels and social media as needed
- Ensure classrooms are ready and stocked
- Greet and welcome families, children and volunteers in a friendly and inviting way

Weekly Youth Ministry Support Duties:

- Work with the Director of Youth & Families to plan and implement weekly Wednesday night youth activities & bi-weekly high school ministry on Sunday nights, with a focus on connecting with teenagers
- Responsible for organizing and overseeing the weekly youth dinner
- Assist in running games and activities
- Lead a breakout group discussion with teens on Wednesday nights
- Connect relationally with teenagers during the weekly events, as well as meeting with them additional times outside of the group meetings for mentoring and discipleship
- Support Director of Youth & Families with communication channels and social media as needed for the week

As Needed Duties:

- Recruit, train, and retain volunteers in KidMin
- Work with the Director of Youth & Families to plan, supervise, and implement special events for children, youth, and/or families
- Meet with staff, elders, volunteers, and others as needed for special collaborative projects.
- Work with the Director of Youth & Families and advisory team to plan ahead for upcoming minimester, deciding on curriculum, themes, activities, decorations, goals, and delegation strategies
- Communicate information clearly and concisely to volunteers, families, and the church community as needed
- Oversee or provide childcare for church special events (workshops, luncheons, classes)
- Oversee and update the decoration and design of KidMin classes and spaces
- Oversee the events and gifts associated with children & youth, including new births and

adoptions, Elementary School graduations, High School graduations, communicant's classes, and baptism.

- Work with staff and leadership annually to set and revisit goals, budgets, policies, and program vision

Our Commitment to You:

Emotional health is a core value at GBR, and one way we embody this as a staff is by seeking to nurture the emotional, spiritual, and relational well being of the person, as well as his or her professional success. We care about the person in the role, not just the role itself.

We covenant to value your emotional health and seek the good of your whole person; spiritually, emotionally, physically, relationally, as well as your professional development and performance in this role.

We covenant to pray for you and your family, and provide opportunity for you to engage in community and discipleship at GBR through small groups, Bible study, and adult education.

We covenant to connect you with spiritual direction from an elder, spiritual director, or discipler for ongoing personal mentorship and prayer support, 1-2x month.

We covenant to provide consistent, honest, and clear communication to you about your role, your performance, and expectations.

We covenant to engage and process through conflict using the biblical direction from Matthew 18, utilizing honest conversation, curiosity, and humility, as we seek reconciliation and resolution.

We covenant to provide access to the elder liaison for HR Personnel issues if needed.

We covenant to provide check ins with a supervisor 2-3x a month for regular communication and collaboration.

We covenant to provide support to your ministry by supervisor, elder, or pastor participation in ministry activities at least 1x month.

We covenant to provide a 360 review once a year with feedback from your supervisors, coworkers, and trusted individuals of your choosing.