Hudson United Methodist Church Job Description

Job Title: Director of Family Ministries

Position: Full Time

Avg. Hours Per Week: 40 hours per week

Supervisor: Senior Pastor

Orig. Issue: Jan., 2017

Last Rev.: April 13, 2020

MINISTRY:

Lead, develop, support, engage, inspire, motivate, and coordinate Christian ministries with children, youth, adults, and families in spiritual growth, relationship formation, and community outreach.

AREAS OF RESPONSIBILITY:

Children & Youth Programs/Christian Education, Family Programs, and Intergenerational Programs

MINIMUM REQUIREMENTS:

- 1. Bachelor's Degree in Christian Education or related field
- 2. Ministry service that includes working closely with children, youth, adults and families
- 3. Proven leadership and management skills
- 4. Strong presentation and teaching skills
- 5. Strong relational and team building skills
- 6. Strong written communication skills

EXPECTATIONS:

- 1. Demonstrates a personal faith in Jesus Christ.
- 2. Communicate effectively with staff, church members, and the community.
- 3. Be self-motivated and highly-effective in managing, initiating, and coordinating a variety of activities and programs.
- 4. Displays competence in the use of technology, including being resourceful with computer software, the web, social media and other sources of information and ideas to support and enhance Christian ministries at HUMC.
- 5. Exhibit good judgment and discretion when sharing information and show trustworthiness in protecting and appropriately managing confidential information.
- 6. Model consistently a spirit of service and hospitality in supporting and assisting the Senior Pastor, fellow staff members, committee chairs, members of the congregation and the larger community in fulfilling established church goals.
- 7. Understand the theology and practices of The United Methodist Church while developing and implementing activities that are consistent with the mission, values, and culture of HUMC.
- 8. Maintain high ethical standards and professionalism at all times, lead by example, be a strong role model for children/youth, and be a resource for parents.
- 9. Maintain attire and communication appropriate to the situation and in representing the Director of Family Ministries role at HUMC

REPORTS TO:

The Director of Family Ministries reports to the Senior Pastor in conjunction with the Finance Committee Chairperson and is ultimately accountable to the Staff Parish Relations Committee (SPRC). Job performance evaluations are handled by the Senior Pastor and SPRC consistent with the Hudson United Methodist Church Personnel Policy Manual. The Director of Family Ministries should regularly seek input and feedback from the Senior Pastor, other staff, church leadership, and laity to ensure alignment of job performance with church goals.

RESPONSIBILITIES:

The Director of Family Ministries will provide financial services consistent with the mission of The United Methodist Church: "To make disciples of Jesus Christ for the transformation of the world," and the mission of Hudson United Methodist Church to: "Go into the world and share the light of Jesus Christ with Worship, Study, Service, and Spiritual Growth." The Director of Family Ministries will specifically provide the following:

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Essential Work Duties:

- 1. Provide spiritual leadership, ministerial and programmatic support to the formation of healthy families across the lifespan.
- 2. Develop positive and healthy faith relationships with families while providing resources to assist in their spiritual growth.
- 3. Identify, empower, and train teachers and leaders for ministries related to children, youth, adults and families.
- 4. Design, implement, and lead children and youth ministries and programming.
- 5. Be engaged and available on Sunday mornings, including attendance in worship and maintaining a physical presence during the Sunday school hour. (e.g., designing & implementing programing to enrich the spiritual formation of children & youth provide children's sermon at least once a month).
- 6. Lead efforts with established educational and mission ministries with the church such as, but not limited to VBS and Confirmation.
- 7. Encourage and foster adult leadership within families and family ministries
- 8. Facilitate intergenerational relationships and experiences within and outside of the church in teaming work with the staff.
- 9. Work with committees and individuals involved with church membership to connect frequent visitors and new families to determine how to connect them into the life of the church.
- 10. Incorporate new innovations in children's youth, and family-focused ministries.

Additional Work Duties:

- 1. Communicate and coordinate with the Senior Pastor and other staff regarding the spiritual, pastoral care or counseling needs which arise within family life that are beyond the Director's skills and expertise and call for referral to other specialists.
- 2. Supervise paid childcare staff.
- 3. Equip, resource, and support the church's Sunday nursery and toddler rooms, Sunday school classes for pre-K through 12, family-centered, and adult studies and small groups.
- 4. Plan and provide for programming and supplies (i.e., curriculum, crafts, music) and furnishings (room set-ups, puppets, AV equipment) to aid teachers who work with infants, children, and youth.
- 5. Ensure safety and security measures are in place for infants, children, youth and teachers involved with Sunday School (i.e. Safe Sanctuary).
- 6. Be an active participant on the Christian Education Committee (CEC) and Church Council.
- 7. Attend staff meetings.
- 8. Promote ministries through the church bulletin, newsletter, website, and other appropriate social media.
- 9. Help coordinate community outreach events related to family ministries

Job Description Revi	ew / Weekly Schedule:			
Days/Times to work Days/Times to work	at HUMC: from Home (if applicable)	:		
Supervisor	Date	Employee	 Date	