

FIRST UNITED METHODIST CHURCH
201 North Main Street
Bellefontaine, Ohio 43311-2295
937-592-9651

Summary:

The Director of Family Ministries ensures that the children and young adults of our church are provided opportunities to learn and participate in worship, education, fellowship, service and mission opportunities. The director shall encourage our children to make a genuine commitment of their life to Jesus Christ and to be nurtured in their faith appropriately.

Essential Duties and Responsibilities:

- Display a passion to be nurtured in the Christian life through regular attention to spiritual practices of prayer, worship, bible study, outreach/ missional service and tithing.
- Establish specific goals and guidelines for all curriculum levels
- Provide adequate teaching materials and equipment for each class
- Provide an opportunity for volunteers to serve by utilizing their gifts and passions
- Make contact with prospective and new member families (with applicable children) to share opportunities in the church and more specifically with regard to children or youth programming
- Recruit and provide ongoing training for volunteers and potential volunteers
- Plan special events and programs to build interest and attendance in weekly worship
- Coordinate family events with Senior Pastor and communicate through various communication channels
- Follow the church's Safe Sanctuary policies to provide a secure environment for all activities
- Interact with the Business Manager in areas of budget and finance
- Attend staff meetings, prepared to report on ministry activities as required
- Manage the finances of Family ministries within the allotted budget
- Be in close communication with the Supervisor

Children's Ministry Specific:

- For Children's ministry, coordinate Vacation Bible School (VBS)
 - Schedule and place on church calendar
 - Oversee the theme and curriculum
 - Coordinate all areas from music to decorations with theme
 - Coordinate adequate staffing
 - Provide a secure environment

Youth Ministry Specific:

- Be involved in teen's lives – by attending ball games, recitals, lunches and other activities of the teens. Find ways to foster new and existing connections with youth through involvement in activities outside the church.
- Provide opportunities to arrive at a clear understanding of the Christian faith and its implications for their life.
- Assist the youth in connecting faith and life through by participation in a variety of ministries, including, but not limited to youth ministry.
- Provide basic counseling and referral to those in need.
- Work with the Senior Pastor to provide leadership in preparing youth through the confirmation process.
- Provide opportunities for youth to express their Christian commitment through service to others.

Supervisory Responsibilities

- Oversight of volunteers and staff within the various family ministries

Education and or Experience:

- Teaching accreditation and Experience is desired
- Formal training in early Christian education is preferred
- A clear understanding of the United Methodist Church-it's theology, history and structure

Skills and Abilities Required

- Must possess excellent interpersonal skills, the ability to collaborate and work effectively with volunteers, parents, children and youth
- Ability to manage conflict and build peaceful solutions
- Must possess the ability to exercise judgment and discretion with sensitive matters and the application and interpretation of church policies
- Must possess the ability to design, plan, implement and evaluate programs and ministries
- Must possess the ability to equip volunteers to coordinate and lead various aspects of children's and youth ministries.
- Must serve as a positive Christian role model

Computer Equipment and Software Requirements

- Ability to operate a computer with experience with Microsoft Office, email, social media, mass texting, video conferencing and similar functions.

Additional Requirements based on a 20-25 hour per week position

- Must submit a background check within 30 days after start date of employment as stated in Safe Sanctuary guidelines
- Must successfully fulfill responsibilities following a 30-60-90 day evaluation plan and participate in an annual evaluation with the Senior Pastor and SPPR representative
- Must submit a weekly time sheet
- Must review and follow Staff Handbook
- Must have a valid Driver's License