



Job Description
Director of Family Ministry
Position: Full time salaried
Reports To: Senior Minister
Last Revision: 5/26/23

Purpose:

This individual will be responsible for overseeing all aspects of LCC's Family Ministry to fulfill LCC's mission to invite ALL families to live and grow together in God's love and see our vision become a reality. This includes the ministry serving children from birth through high school as well as their parents/guardians/caretakers. This must be accomplished in keeping with the overall purpose and values of LCC.

The purpose of this role is to develop, coordinate, and administer a comprehensive and expanding Christian educational ministry program for children and their families.

Desired Qualities:

- 1) Passionate about families and discipleship.
- 2) Team-oriented with the ability to design, implement and mature objectives of the Family Ministry.
- 3) Excel in conduct, professionalism, and ministry commitment
- 4) Growth-mindset
- 5) Effective communicator in both speech and writing
- 6) Self-motivated
- 7) Proficient technology skills
- 8) Excellent organization and diplomacy skills
- 9) Must be highly ethical and able to process sensitive information confidentially.
- 10) Must demonstrate a balance of confidence and humility and must be willing to proactively address issues in accordance with scripture and alignment with the church's mission and core values: Welcome, Serve, Joy, Compassion, and Encourage

Primary Duties and Responsibilities:

- 1) Lead and direct the staff and volunteers to provide education to all areas of the Family ministry for Liberty Christian Church.
- 2) Administer the work of the Family Ministry by providing support and leadership to lay leaders who carry work in the Family Ministry.
- 3) Recruit and train volunteers for leadership in the Family Ministry.
- 4) Attend monthly Family Ministry Team meetings and collaborate with the team to provide an integrated and well-rounded program of teaching and recreation for all children, youth, and families.
- 5) Maintain, edit, and update [LCC's Family Ministry Preventative Maintenance](#) calendar to ensure that the Family Ministry Team is sequencing the behind-the-scenes tasks that keeps the family ministry running well.

- 6) Ensure that [LCC's Family Ministry Manual](#), containing all the guiding documents for the Family Ministry is in a single, digital location and optional single hard-copy binder.
- 7) Supervise, manage, and evaluate the Family Ministry staff, serving as a liaison to personnel for Family Ministry staff.
- 8) Promote and support lay leadership of special events such as VBS, Easter Event, Christmas Eve Services, Trunk or Treat, etc.
- 9) Review, select, order and distribute curriculum materials and educational resources for the Family Ministry.
- 10) Assist in financial planning and management of the operations of the Family Ministry.
- 11) Facilitate relationships between staff, parents, volunteers, children, and youth.
- 12) Coordinate volunteers for weekly Sunday events including Children's Moment, Children's Church, Sunday School, Children's Choir, etc.
- 13) Attend regular staff meetings and retreats and cooperate with the Senior Pastor by performing any other duties when asked to do so.
- 14) Serve as a liaison to the Early Education Center and offer trainings and other resources as needed.
- 15) Implement, organize, and attend an annual Mission Trip for youth.
- 16) Promote and participate in regional activities (i.e., church camp).
- 17) Assist parents and provide resources to support families in their faith journey.
- 18) Stay up to date on children and youth culture, trends, and value systems.
- 19) Maintain a healthy personal walk with God.

Additional Requirements:

- 1) Medium work requirement- exerting force and lifting up to 20-50 pounds occasionally, 10-25 pounds frequently.
- 2) Occasionally operate a motor vehicle.
- 3) Candidate must pass a background check and maintain certification in accordance with the church's Safe Spaces policy.

General Work Schedule:

- Full-time (40 hours) salaried.

Note: All full-time jobs are to be scheduled at 40 hours unless otherwise noted in the job description. Part-time hours are to be scheduled to the number of hours that have been budgeted for the position.

Employee _____ Date _____

Direct Report _____ Date _____

Disclaimer: This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of essential job requirements and duties. Sometimes as a staff member, you will have other duties as assigned.