

Coordinator of Family Ministries

Job Summary

The Coordinator of Family Ministries will be responsible for developing, implementing, and overseeing programs and ministries for **children, youth, and their families**. This role requires a passion for nurturing faith and a strong ability to build relationships within the church community. The ideal candidate will be a collaborative leader who can effectively recruit, train, and support a team of volunteers.

Key Responsibilities

- **Program Development and Oversight:** Design and manage a comprehensive calendar of family-focused events and programs, including Sunday School, Vacation Bible School (VBS), youth group meetings, and family programs.
- **Organize, Advertise and Coordinate/Direct:** Community outreach activities, script Children's Moment, determine Sunday School curriculum, bible distribution, Confirmation, and other assigned programs. Meet with parents/families to identify what they are seeking in a meaningful church experience.
- **Volunteer Management:** Work with Senior Pastor and Children's/Youth Ministry Teams to recruit, train, and schedule volunteers to assist with all family ministry programs. Provide ongoing support and encouragement to the volunteer team.
- **Oversee and work with Sunday Childcare services:** hire providers, ensure background checks and requirements are met, and assist with payroll.
- **Maintain credentials and guidelines:** Coordinate and implement Safe Gatherings for anyone who works with children.
- **Event Planning:** Coordinate special events such as holiday celebrations, and service projects.
- **Communication:** Maintain regular communication with Senior Pastor, parents, families and the broader congregation about upcoming events and ministry news. Attend weekly staff meeting.
- **Budget Management:** Advise on education and outreach categories.

Qualifications

- **Education:** A bachelor's degree in theology, education, social work, psychology, sociology, or related degree. Comparable experience will be considered in lieu of degree.
 - Obtaining a Safe Gatherings certification will be required.
- **Experience:**
 - 3-5 years working with children and adolescents.
 - Proven ability to work effectively as a team member.
 - Excellent communication skills.
 - Skilled public speaker with ability to create and present children's messages.

- Ability to work effectively without daily supervision.
- Affiliation with the United Methodist Church preferred but other traditions will be considered.
- **Skills:**
 - Strong organizational and communication skills.
 - Proven ability to lead and motivate teams.
 - Creativity and a proactive approach to problem-solving.
 - Proficiency with basic office software (e.g., Microsoft Office Suite, Google Docs).
- **Character:**
 - A deep and abiding Christian faith and a commitment to the mission of our church.
 - A heart for serving families and a genuine love for children and youth.
 - An ability to work collaboratively with staff and lay leaders.

This is a Hybrid salaried position based on a 40-hour week that will require some irregular hours to allow for meetings with volunteers and community events. Hybrid schedule would include 3 days in office and 2 days of remote work if current initiatives allow. Collaboration and approval of schedule with Senior Pastor is necessary.

Benefits:401(K) matching, paid time off, professional development assistance.

If you are interested in this role or know someone who may be a candidate, please contact:

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