

Monumental/TheBridge United Methodist Church

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www.MonumentalUMC.org www.CometoTheBridge.org

An Equal Opportunity Employer

Authentically loving God and people so that God's spirit is making, maturing, and multiplying followers of Jesus among us so that we grow in faith, number and diversity.

POSITION DESCRIPTION

Director of Family Ministries

Updated 1/26/12

Summary: The Director of Family Ministries initiates and oversees quality Christian education and formation programs for children, youth, and families for our church and surrounding community. He or she will work with pastors, volunteers, and the Intentional Faith Development Team to determine short-term and long-term goals for the church's children, youth and family ministry. The Director of Family Ministries will work with children, youth, parents, and others to envision and implement innovative ministries that help children, youth and families become maturing followers of Jesus as evidenced by caring for one another, serving and sharing faith with others, and increasing biblical literacy.

Reports to: Senior Pastor and the Staff Parish Relations Committee

Scope of work: Part-time salaried 15-17 hours per week (no more than 800 hours per year.) Weekly hours will be greater during some events such as Vacation Bible School and retreats. Work hours are flexible but must include Sunday mornings (4 Sundays off per year.) Except for emergencies, Sunday's off must be approved and scheduled in advance with Sr. Pastor. Position requires frequent use of computer, familiarity with AV equipment and the physical ability to lead games with children and youth.

Salary: \$12,500 per year.

This position is funded by a grant from the church's endowment and its continuation is subject to regular assessments of benchmarks (see below.)

Benchmarks for assessment

Two-year- After two years, there must be:

- a viable growing youth group
- 10% increase in children's ministry attendance (VBS, Children's Church and other ministries).
- 20% of worshippers should be serving in a children's ministry role.

Intermediate- Quarterly benchmarks will be set by consensus of all stakeholders (Director of Family Ministries, Intentional Faith Development Team Leaders, pastors, and representatives from finance and endowment committees as well as selected children, youth, and parents)

If 2-year benchmarks are not achieved, funding for this position may not extended.

Essential Duties.

1. Visioning and Goal Setting. Creates and communicates a vision and goals for Family Ministries to the church and community. This vision and goals should be consistent with that of the church.
2. Ministry planning and Implementation. The director shall gather a team to plan, implement and assess potential and existing Family Ministries events/activities such as (Vacation Bible School, Mission trips, camping, Youth retreats, lock-ins, service projects, district and conference youth events, local service projects, etc.)
 - a. Family investment. Invest in relationships with parents of children and youth, seeking their advice and comments as well as their help. This might be done by establishing periodic "family councils" or "family forums."

3. Communication: Communicate frequently with entire church, individuals, volunteers, and families (through face-to-face meetings, phone calls, facebook messages, as well as mass communication such as newsletter articles, emails, Facebook posts and pages, flyers and bulletins boards, etc.
4. Children's Ministries: the Director shall oversee the Children's Church program to include scheduling volunteers, gathering supplies, creating or purchasing curriculum, and teaching/leading when/if necessary. The Director shall seek input of families with young children to determine where and if Sunday School is/can be a viable part of the churches ministry to families.
5. Youth Ministries- The director shall oversee ministries with current and future youth of this church and community. We highly suggest exploring a ministry founded on regular small group experience that links youth with other adult leaders who are inviting, relating, teaching, and mentoring. We suggest partnering with one or several "large successful" youth groups as ours grows so that they can benefit from large
 - a. District Youth Committee. The DYC plans multi-church large group experiences such as trips, retreats, concerts, and mission projects. The Director shall participate in the DYC and engage our youth in DYC activities as appropriate.
6. Other Groups. The director shall strive to wisely steward all available human and financial resources, working closely with:
 - a. Intentional Faith Development Team Leaders
 - b. Radical Hospitality Team Leaders
 - c. Nominating Committee
 - d. Finance Committee.
 - e. Trustees (for building needs)
 - f. Pastors
7. Recruiting training and retaining. The director shall recruit, train, reward and retain leaders/helpers who willing to ensure that children, youth and families become growing disciples of Jesus Christ.
8. Curriculum Selection. Selects curriculum in consultation with pastors that aligns with the vision and mission of our church.
9. Childcare/Nursery Coordination. The director shall insure that the church provides excellent childcare/nursery for Sunday mornings (as well as meetings and events upon request.)
10. Child Protection. The director must know and follows the church's Child Protection Policy, initiate any changes to policy, and insure worker and volunteers also know and follow its guidelines. (A large part of this is insuring that all nursery workers, regular teachers, VBS workers, and other Children's and youth ministry helpers pass a criminal background check before serving with children and youth.)
11. Meetings. The director shall participate in: quarterly Church council meetings, monthly staff meetings and other meetings applicable to this ministry.

Qualifications:

- Person of Christian faith who exemplifies Christ-like character with children, youth and adults
- Person who loves people and desire to see them become mature disciples of Jesus.
- College degree preferred but not required, concentration in early childhood education or related field is a plus.
- Must have prior experience working with children and youth.

Core Competencies

- Interpersonal Skills: The Family Ministries Director must demonstrate the ability to engage active listening skills and communicate clearly with others. He or she must prepare to help children, youth or adults to resolve interpersonal conflicts; and keep appropriate boundaries with children, youth, and adults.
- Team Building Skills: The Family Ministries Director must hold others accountable, while positively engaging and motivating people in ministry. He or she must be able to give and receive constructive criticism in an atmosphere of accountable discipleship. He or she must create and communicate vision, direction, and goals.
- Management Skills: The Family Ministries Director must know his/her own personal leadership styles and temperament type and how to manage/lead out of his/her strengths. She/he must demonstrate commitment to regularly meetings with key stakeholders and leaders; and must delegate, empower, hold leaders accountable, while using available resources (people, funding, material, support) to meet goals.

Those interested in applying for consideration please send your resume and cover letter by close of business Wednesday, February 15, 2012 to Monumentalumc@gmail.com All resumes will be kept confidential. Only those applicants who meet the job description criteria will be contacted for an interview.