

COORDINATOR OF FAMILY MINISTRIES
JOB DESCRIPTION

**UNITED MENNONITE CHURCH (UMC)
JOB DESCRIPTION**

Position Title: Coordinator of Family Ministries
Reporting To: UMC Council and Lead Pastor
Hours of Work: Quarter Time (10 hours per week)

Preamble

The Coordinator of Family Ministries will be committed to ministering to families with children in the church and community. S/he will demonstrate a growing relationship with Jesus and a desire to love children and families. S/he will understand and agree with a contemporary understanding of Anabaptist theology. S/he will be gifted in the areas of working with children and building relationships among families. UMC states no gender preference.

Ministry Duties:

Ministry to Children and Families

The Coordinator will provide oversight and administration to Children's Ministries by:

- Establishing and leading an active weekly program, Sunday School, and summer VBS for children and youth up to Grade 7.
- Building relationships with children and their families at UMC and in the community.
- Recruiting, supporting, and ensuring training of volunteers and teachers.
- Supporting children and leaders with affirming teaching and prayer.
- Ensuring the ordering and management of supplies, resources, and snacks.
- Developing an annual schedule of teaching themes and activities, making special considerations for Christmas, Easter, Mother's Day, etc.
- Providing service opportunities for children to minister in the community.
- Planning fundraisers as needed to support children.
- Maintaining communication with parents regarding upcoming events through email, texting, and social media.
- Working with the Coordinator of High School Ministries to plan participation in joint events and presentations when appropriate (Christmas, VBS, Community Outreach, etc.)

Congregational Ministry

The Coordinator will minister to the congregation by:

- Encouraging participation of children in the Sunday Service.
- Planning and creating presentations for the Sunday Service at special times of the year in consultation with Lead Pastor (ie. Christmas, Easter, Program Highlights, etc.).
- Maintaining bulletin boards and posting on social media to inform the church of children's activities.
- Assisting the Lead Pastor to welcome and follow up with Sunday morning visitors.
- Visitation of church members and children as needed.

Administrative Duties

The Coordinator will perform the following Administrative Duties:

- Report on activities to the Lead Pastor and Council once a month.
- Update social media and church bulletin regarding ministry updates.
- Maintain the "SAFE CHILD PROGRAM".
- Work with the church staff in hiring and supervising the Summer Worker.
- Provide the efficient administration of the above responsibilities through the keeping of appropriate records while ensuring the security of confidential documents.
- Maintain a weekly record of work hours and expenses.
- Participate in professional development as requested by the Lead Pastor.
- Provide an up-to-date Criminal Record Check as requested.