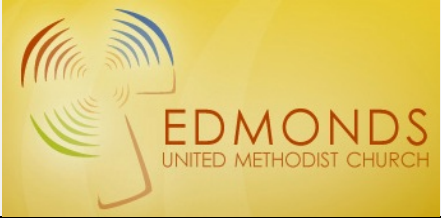


Job Title:	Director of Family Ministries		
Department:	Children, Youth & Families	Location	Edmonds, WA
Level/Salary Range:		Position Type:	Full time with benefits
Reports To:	Senior Pastor	Supervises:	Youth Director, Children's Center Director, Children's Ministries Volunteers
Job Description			
<p>SUMMARY</p> <p>The purpose of the Director of Family Ministries at Edmonds United Methodist Church is to draw our church community closer together so that we can draw closer to God through the spiritual development of children, youth and families.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ➤ <u>Leadership</u> <ul style="list-style-type: none"> ▪ Lead and coordinate teachers and volunteers in the Children, Youth and Family Ministries ▪ Facilitate education (Children's Moment, Sunday School, Pea Patch, VBS, Club 56, Youth Group, Mission Trip Preparation, Confirmation) of Family Ministries stakeholders ▪ Coordinate schedules and train education volunteers ▪ Serve as an advocate for Family Ministry with staff, congregation and lay leaders ▪ Supervise Youth Director, Children's Center Director and Children's Ministry Volunteers ➤ <u>Programming</u> <ul style="list-style-type: none"> ▪ Oversee and manage all Children, Youth and Family Programs ▪ Develop & implement new programs to enhance and grow the Family ministry and help stakeholders grow in their relationships with each other and Jesus Christ ▪ Equip families with resources and education to help them become actively and intentionally involved in the spiritual formation and discipleship of their families ▪ Develop and direct children and family outreach opportunities ▪ Work with Children's Center Director to develop opportunities for cross engagement between the Children's Center and EUMC Family Ministries ➤ <u>Administration</u> <ul style="list-style-type: none"> ▪ Ensure appropriate supplies are made available to teachers and volunteers ▪ Manage communications with Children, Youth and Families using a variety of technology and social media ▪ Lead recruitment, interviewing and screening of volunteers and teachers 			

- Lead curriculum training for Sunday School, VBS, camps, Club 56, Youth Group, Mission Trips and other activities
- Ensure EUMC Safe Church Policy is followed and enforced including completion of appropriate training and paperwork
- Assist and participate in budget development, implementation and management for Children, Youth and Family programs
- Other
 - Serve as a healthy and realistic role model of servant leadership
 - Provide children, youth and families with pastoral care as appropriate

QUALITIES SOUGHT IN A QUALIFIED CANDIDATE

- A spiritually mature Christian with a strong sense of calling to children, youth and family ministry
- A passion for working with children, youth and families
- A shared desire to fulfill the vision of Edmonds United Methodist Church
- Strong interpersonal skills with demonstrated written and oral communication skills
- Working knowledge of child development and youth culture
- Open minded
- Proven ability to leverage and mobilize volunteers and build community
- Proven planning and organization skills
- Strong administrator
- Proven & effective delegator
- Able to empower others
- Able to utilize & leverage technology and social media to meet people where they are at appropriately
- Flexible and adaptable
- Approachable
- High energy
- Creative thinker and problem solver
- Familiar with or willingness to become familiar with the United Methodist Church tradition and theology

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor degree or equivalent experience in Children's Education, Theology or Ministry related field
- 10 or more years of experience in Children, Youth and Family Ministries
- 5 or more year of experience in a leadership/management role of Children, Youth and Family Ministries
- Substantial knowledge of Christian education curriculum options
- Able to build positive and constructive relationships with children, youth and their parents

Approved By:	EUMC Staff Parish Relations Committee	Date:	April 10, 2014
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