

# Edmonds United Methodist Church

## Director of Family Ministries

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.

### ESSENTIAL FUNCTIONS:

#### Leadership

- Lead and coordinate teachers and volunteers in the Children, Youth, and Family Ministries
- Facilitate education and lead curriculum training of Family Ministries stakeholders (Children's Moment, Sunday School, VBS, Club 56, Youth Group, Mission Trip Preparation, and other activities)
- Serve as an advocate for Family Ministry with staff, congregation, and lay leaders
- Supervise Youth Director, Nursery Staff, Community Engagement Coordinator, and Children's Ministry Volunteers

#### Programming

- 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

#### Administration

- 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
- Recruit, interview, and screen volunteers and staff
- Coordinate schedules and train education volunteers
- Ensure EUMC Safe Church Policy is followed and enforced including completion of appropriate training and paperwork
- Develop, implement, and manage budget for Children, Youth and Family programs.
- Write grant applications for funding support for mission partnership opportunities
- Manage children and youth building spaces, ensuring spaces adequately meet the needs of the ministries

#### Other

- Serve as a healthy and realistic role model of servant leadership

- Provide children, youth, and families with pastoral care as appropriate
- Network with community organizations to develop partnership opportunities
- Participate in all Church staff meetings and partner in all Church projects as needed

**MINIMUM QUALIFICATIONS:**

- Bachelor degree or equivalent experience in Children's Education, Theology or Ministry related field
- 5 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
- Computer literacy that includes a familiarity with the Microsoft Office suite of applications.

**OTHER QUALIFICATIONS and ATTRIBUTES:**

- 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
- Supportive of the LGBTQ+ community
- Social justice oriented theology
- A shared desire to fulfill the vision of Edmonds United Methodist Church
- Strong interpersonal skills with demonstrated excellent written and oral communication skills
- Working knowledge of child development and youth culture
- Open minded, approachable, high energy
- 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
- Creative thinker and problem solver
- Familiar with or willingness to become familiar with the United Methodist Church tradition and theology
- Leadership skills; organizational skills; calm demeanor.
- Ability to identify, utilize, and develop community resources.

*An equivalent combination of education and early childhood education work experience will meet the minimum requirements.*

*Send a current resume, and cover letter to Jerry Poole at [jerry@edmondsumc.org](mailto:jerry@edmondsumc.org).  
Start Date: Spring 2020*