

Edmonds United Methodist Church

Family Ministries Specialist

This is a part time position and reports to the Director of Youth and Family Ministries.

The Family Ministries Specialist, as a team member, draws our church community closer and provides faith-filled, creative, intergenerational, learning and fun opportunities for our children and families. The Assistant must be passionate about embracing anti-racist practices, centering LGBTQIA+, and differently abled children as they work with the worship team, and the congregation to meet spiritual needs and grow disciples in Christ. The key day for this job would be Sunday mornings at church and this job has potential for some hybrid working during the week. This job reports to the Director of Youth and Family Ministries.

ESSENTIAL FUNCTIONS:

Leadership

- Assist in coordinating and/or lead Sunday School groups and children's sermons
- Participate in leading VBS and mission trips as needed
- Attend and connect with children and families during Sunday morning worship and fellowship
- Encourage and help facilitate intergenerational worship opportunities
- Serve as an advocate for Children and family ministry with staff, congregation, and lay leaders.
- Develop relationships with volunteers and train them

Administration

- Organize and communicate with volunteers as it pertains to Sunday School and families
- Help to plan curriculum for Sunday School in conjunction with director and other staff as well as implementing parent communication emails
- Manage communications with Children, and Families using a variety of technology and social media.
Plan and lead quarterly family events as well as helping to coordinate major church holidays

Other

- Serve as a healthy and accessible role model by establishing work boundaries and time off
- Provide support for children, and families; alert the Director and Pastor to specific needs
- Participate in Church staff meetings as asked and partner in broader Church projects as appropriate
- Work with the director of the Debbie Leraas children's center to plan and implement chapels
- Work with camp Indianola to coordinate kids attending Summer camps

MINIMUM QUALIFICATIONS:

- Bachelor Degree in Education, Theology, Ministry, or related field. Equivalent experience in the field of education or children's ministries or education may substitute
- Able to build positive and constructive relationships with children, youth and their parents
- Computer literacy that includes a familiarity with Microsoft Office

OTHER QUALIFICATIONS and ATTRIBUTES:

- A spiritually mature Christian with a strong sense of calling to children and family ministry
- Supportive of the LGBTQ+ community
- Social justice-oriented theology
- Working knowledge of child development and youth culture
- Excellent time management skills and ability to prioritize work
- Strong interpersonal skills with demonstrated excellent written and oral communication skills
- Able to utilize & leverage technology and social media to meet people appropriately
- Creative thinker, open to new ideas, improving work processes
- Approachable, open-minded, flexible, and adaptable
- Administrative and organizational skills

ADDITIONAL INFORMATION

Employment at EUMC provides paid vacation and sick leave, 13 paid holidays per year and eligibility to enroll in the United Methodist Personal Investment Plan (UMPIP), a 403(b)-retirement plan. Hourly rate of pay is \$25- \$30.00 depending on experience. This position requires 20 hours/week, with a flexible schedule to ensure coverage of children's activities.

TO APPLY

Please submit a cover letter, resume, and consider adding a short video showcasing your skills, and contact information for three professional references to nickd@edmondsumc.org and office@edmondsumc.org The position will remain open until filled.

Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.

This congregation is committed to being a radically loving, welcoming, anti-racist community of faith, centered in the good news of Jesus Christ, which is for all people. Therefore, in faithfulness to the gospel and our United Methodist heritage, and to the best of our ability, we promise to provide programs, ministries, and pastoral care to all who seek God in this place. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.