Family Ministry Director Job Description

The vision for this ministry is to provide the best discipleship for the children, youth and families already connected to the churches, and to reach out to the community to connect and to share the love of Jesus.

The intention is for this ministry position to be flexible to best utilize the gifts and skills of the person hired. The salary range is $16,000 to $18,000 based upon 14 to 16 hours per week.

Report to the Senior Pastor and collaborate with all staff and ministry leaders.

This individual should love youth and children and desire to see them grow in faith.

Job Overview:

- The Director is responsible to lead the Children’s Ministry (Grace Kids) and the Youth Ministry (Tribe) at Richmond First and Centerville United Methodist Churches.
- The Tribe is a joint ministry with Richmond First, Centerville United Methodist Churches, and Central United Methodist.
- The Director will be responsible for discipling the youth at First and Centerville, and collaborate with the leader of the youth program at Central United Methodist regarding Tribe.

Personal Expectation:

Exhibit a love for God and a love for people

To continue to grow spiritually and professionally.

Responsibilities:

*Oversee Grace Kids and Tribe at Richmond First and Centerville United Methodist Churches. Grace Kids meet during worship at each church for at least 45 minutes during worship services. Centerville’s worship time is 9:30, Richmond First’s is 10:45.

*We will discuss how to best oversee the youth ministry and coordinate with time and schedules.

*Communicate with Administrative Assistants and Discipleship Ministry Leaders.

*Coordinate with Administrative Assistants to ensure servants are present weekly for Grace Kids. Ensure servants have needed materials, curriculum.

*Coordinate adult servants and leaders.
* Organize and help communicate to families to coordinate special events such as: picnics, caroling, family nights, concerts, skating, etc. Work with leaders to ensure there is appropriate supervision and servants.

* Help organize 5th Sunday Family Worship with the Senior Pastor and Worship Teams

* Help coordinate leadership and servants for special church and family events - including but not limited to: Christmas Program, Easter, Trunk or Treat and VBS. Ensure servants are present and aware of duties.

* Work with Senior Pastor and Outreach Leader to connect, reach out, and minister to and with the community.

* Administer the Grace Kids Facebook page.

* Work with the youth

* Be the main contact person for family ministries. Help link new families to opportunities to help with outreach.

* Oversee the budget of the Youth and Children’s Ministry.

Please contact Pastor Ted Chalk for more information or to apply for the position.

765-993-0555

ted.chalk@inumc.org