



Part-time Director of Family Ministries
Job Description, January 2026

Purpose Statement:

At Northwest, we believe that our identity begins as people loved by God. Everyone is God's beloved child. We believe people are created to be in community and that we find belonging when we share our lives with each other. We do our best to live out what Jesus called the greatest commandments: to love God with all that we are and to love others as ourselves. We find our purpose when we begin to love the world as Jesus does, serving our neighbors and seeking justice where it does not yet exist. We aren't perfect, but we are following Jesus the best way we know how.

As the Director of Family Ministries, you will lead a ministry that nurtures the spiritual development of children (birth through 5th grade) and empowers families to grow in faith together. This role invites a leader who is relational, organized, creative, and passionate about connecting kids to Jesus in fun and engaging ways.

Administration:

- Attend, oversee and coordinate all aspects of children's Sunday School, Vacation Bible School, and small group ministry
- Recruit, train, and connect with teachers every week, providing needed support such as through weekly phone calls or texts
- Manage the children's ministry budget
- Ensure all volunteers are up to date with all necessary paperwork, including background checks and Safe Sanctuary training
- Supervising our nursery and nursery staff
- Manage inventory of instructional material and supplies

Leadership:

- Create an environment/culture that values respect, kindness, safety, and inclusion
- Cultivate a working relationship with communications team, Pastors, volunteers and staff to ensure that information about the ministry is shared with parents
- Handle all scheduling for Sunday programming, including curriculum
- Attend weekly staff meetings
- Handle all aspects of Vacation Bible School, including working across different departments for messaging, facility needs, finding volunteers, and being responsible for materials.
- Responsible for "Bible Sundays" for third graders
- Work with Music staff to offer a children's choir Christmas Eve service, plus other worship opportunities.
- Collaborate with the Youth Ministry staff so that children transition well into youth ministry.
- Ensure that children are incorporated into all church events/ministries as appropriate.

Outreach:

- Work with our garden ministry team to include children.
- Develop outreach events to invite new families to Northwest
- Listen to the concerns of families and working staff to identify ways to meet the changing needs of families.
- Work with staff and volunteers for special events like our annual Easter Egg Hunt, Harvest Party and Breakfast with Santa
- Nurture relationships with guest families to make sure they feel welcome and might return
- Provide opportunities for children and families to gather for mission/action involvement along with the whole church

Requirements:

- College degree or 4 plus years of
- Church experience, growing faith,
- Relational skills, team development
- Experience working with children, including those who are neurodiverse
- Familiarity with education for children
- Participation in the church's team culture.

Characteristics:

- Ability to develop and sustain healthy relationships with families and staff
- Demonstrated love for children and youth
- Progressive theology, meaning a love for children of all races, creeds, nationalities and abilities.

Direct Report:

- Senior Pastor

Job Expectations:

- 15 hours/week.

Proposed Salary

- \$1250/month