

Job Description:

Director of Family Ministries



PROSPER
UNITED METHODIST
CHURCH

Prosper United Methodist Church's Family Ministry aims to:

- Establish an atmosphere in which children and youth identify church as a place where they feel accepted, affirmed, loved and a sense of belonging;
- Present the biblical stories as the basis of our Christian faith and understanding;
- Embrace and encompass different learning styles;
- Invite all to engage in hands-on experiences with learning and mission.

Primary Function:

The Director of Family Ministries (DFM) is the hands-on leader of PUMC's efforts to fulfill our commitment to the faith formation of our children and youth. The DFM will oversee and coordinate all aspects of PUMC's Family Ministries and lead, encourage and maintain two teams who will work closely with the DFM in planning, developing and executing ministries and events:

- a Children's Ministry Team (CMT) made up of church participants
- a Youth Leadership Council (YLC) made up of representative youth

The DFM will:

- Provide strategic oversight and leadership to the Family Ministries of PUMC
- Create and build collaborative relationships and partnerships within the church body and the community
- Recruit, train and coordinate volunteers to help facilitate ministry activities
- Supervise, nurture, and develop the ADFM, Nursery Staff, and volunteers

Job Responsibilities:

- Plan, schedule and implement Sunday School lessons
- Plan, schedule and implement mid-week activities and studies
- Plan, schedule and implement group discussions for small groups
- Review and maintain background checks and Ministry Safe training for all adult volunteers

- Coordinate and organize fundraising opportunities for missions and retreats
- Because Prosper United Methodist Preschool (PUMP) shares space in the Children's suite, we must nurture that relationship and carefully work together for the good of all
 - Coordinate storage and space use
 - Participate (with voice) on the PUMP board as a church representative
 - Lead weekly PUMP chapel including participation in planning the curriculum and Order of Worship
 - Work closely with the Director of PUMP to find opportunities for the church to build relationships with the PUMP families and PUMP teachers
- Organize worship activity bags for children
- Create and evaluate children and youth ministry budgets
- Promote and communicate about activities using a variety of platforms (social media, bulletin, email, website, etc.)
- Coordinate annual retreats, summer camps and conference events
- Coordinate and lead Confirmation
- Participate in requisite church planning, staff meetings, development and celebration events
- Engage all generations of the church in the life of the Family Ministries (through casual conversations, formal information, gatherings, etc.)
- Create and build relationships by nurturing conversations and engagement during activities and by attending various student events throughout the year
- Participate in church wide and community events
- Participate in worship services when available and asked
- Schedule and participate in continuing education opportunities
- All other tasks as assigned by the Senior Pastor

Qualifications:

- Evidence of Christian faith and Christian character
- 5+ years of experience in a leadership role working with children's, youth, or family ministry
- Strong leadership, strategic thinking, and interpersonal skills
- Demonstrated ability and experience building a collaborative teamwork environment

- High energy and enthusiasm for growing disciples of Jesus Christ through ministry with and for children and youth
- Good organizational skills, attentive to details and committed to follow through
- Willing to take initiative to complete tasks with minimal supervision
- Strong commitment to cooperation and hospitality
- Strong commitment to discretion and confidentiality
- Capable of maintaining focus, patience, and peace in a busy environment that involves a full-time preschool, numerous community organizations, and multiple staff members
- Ability to handle conflict with grace
- Demonstrates learning agility while being coachable and open to growth

Reporting:

This position reports directly to the Senior Pastor and is accountable to the Staff-Parish Relations Committee

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Employment at Prosper United Methodist Church is “at will.” This means the employee and PUMC have the right to discontinue the employment relationship at any time and for any reason or for no reason, with or without notice.