



Mont Belvieu Methodist Church Job Description

Job Title: Director of Family Ministries

Reports To: Pastor

Directly Supervises: Nursery Coordinator

Status: Full-time, Salary, 40 hours/week, Exempt

Job Summary:

Under the direction of the Pastor, this position provides for general oversight and the management of the Family Ministry. This position supervises all Family Ministry staff and volunteers, and provides spiritual care for children, youth, and their families. Ensuring the church offers appropriate programs and opportunities so families can grow in their relationship with Christ and with one another is essential.

Essential Functions, Responsibilities and Activities:

- Develop, coordinate, and supervise the church's ministry to children, youth, and their families
- Oversee the church's nursery and its staff
- Ensure quality, engaging, and effective discipleship programming for children, youth, and their families (e.g. Sunday School)
- Coordinate and supervise Vacation Bible School
- Co-lead Preschool Chapel
- Partner with the SWCA to minister to preschool staff, children, and families
- Provide ministry leadership for SWCA
- Find creative ways to lead the children, youth, and their families to engage the community at large through mission and evangelism
- Oversee and coordinate the acolytes and other children's and youth worship activities
- Build meaningful relationships with church families and guests
- Coordinate the church's effort of offering family educational events for the community
- Operate within a budget
- Manage and develop a team of volunteers
- Work with the staff and lay leadership to reach the Board of Steward's goals
- All other duties as assigned

Minimum requirements:

- A love for Christ and a desire to share that love with children, youth, and their families
- A love for children, youth, and their families
- A strong knowledge of the Christian faith and scriptures
- Familiarity with Wesleyan theology is a plus
- Excellent people, management, and communication skills

- High level of organization
- Detail oriented
- Able to develop and facilitate a team
- Able to successfully pass a background check

Experience: Previous experience working in Children's, Youth, or Family Ministries.

Physical Abilities: Maintain physical ability to complete all essential functions and activities the position requires.

Specific Technological Skills: Proficient in Google Suite