

## DIRECTOR OF FAMILY MINISTRY



### JOB SUMMARY

The Director of Family Ministry at Faith United Methodist Church of Orland Park will bless children and youth and young adults (infant – high school) in the Southwest Suburbs. They will guide and nurture the Church's mission & vision for ministry with children, youth & their families.

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#### *Spiritual Requirements*

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- United Methodist background preferred

#### *Qualifications*

- S/he should have strong people skills, organizational skills, and leadership skills, be a good motivator, be supportive and nurturing, and be able to mentor other staff and laypersons that they may serve God more effectively. S/he should promote the mission of Jesus Christ – making Disciples of Christ for the transformation of the world.

#### *Responsibilities*

- Create a safe environment for children & youth to experience the love of God and build relationships with others
- Support parents in the spiritual formation of children & youth and help them connect with larger congregation
- Develop existing educational programs: eg. Sunday School (weekly, Jan – Mar), Confirmation (weekly, Sept – May), Vacation Bible School (1 week in summer) and guide the development of new educational programs
- Guide the selection of developmentally-appropriate curriculum
- Develop existing fellowship programs: eg. Activities (weekly, Jan – Mar), Youth Group (weekly, Sept – May), Trunk or Treat (Oct), Santa Jamboree (Dec) and guide the development of new fellowship programs
- Organize youth summer mission trip (1 week in summer)
- Develop service and mission experiences for children, youth and families throughout the year
  
- Make daily ministry and administrative decisions regarding children & youth ministry
- Attend weekly staff meetings to communicate and coordinate children & youth ministry with larger church ministry
- Work with Family Ministry Council (quarterly)
- Work with Family Ministry Council representative to offer monthly updates in Church Council
- Implement the recruiting & training of the children & youth ministry volunteer teams
- Ensure all Safe Sanctuary guidelines are followed
- Oversee the budget process and expenditures related to the children & youth ministry
- Participate in continuing education and training programs (annually) in consultation with Family Ministry Council
- Care for members (children/youth) who are in need or who have not attended Church regularly
- Make hospital/funeral visits as needed, especially when related to children/youth
- Build connections with the local community for mission and outreach
- Engage in additional duties as needed or directed by lead pastor

#### *Additional Information*

- Hours: 35 hours per week, including Sunday mornings
- Starting Compensation: \$36,000 / year + \$1000 for Continuing Education
- This position will receive 2 weeks for vacation with pay each calendar year. Additional week added after 5<sup>th</sup> year.
- Contact: Bruce Person (Staff Pastor Parish Relations Committee, Chair) [faith@faithumcop.org](mailto:faith@faithumcop.org)