

POSITION TITLE: Children and Family Ministry Director

REPORTING RELATIONSHIP: Lead Pastor

OUR MISSION:

We **EXPERIENCE** an every day relationship with Jesus, **EMPOWER** each other to live out his purposes, and **EMBRACE** our city.

As Children and Family Ministry Director, you have the opportunity to assist us in our mission by providing pastoral leadership to the families in our church and surrounding community. Our children are an important part of our church and are expected to share in our mission.

GENERAL FUNCTIONS:

The City Centre Church Children and Family Ministry Director will lead and oversee the teams, systems, and processes that help to develop families of disciples. Your duties will include caring for our volunteers, welcoming new families, and helping integrate family discipleship into our gatherings and ministries.

REQUIREMENTS:

1. Be a born again, Spirit-filled, maturing disciple of Jesus
2. Church membership
3. Be a part of a City Centre Church Small Group
4. Support the mission and values of City Centre Church
5. Be accountable to the leadership within the church
6. Meet weekly with the Lead Pastor to receive and discuss vision and direction
7. 3-month review for evaluation and assessment

SKILLS & GIFTS:

1. Ability to teach
2. Hospitality
3. Budgeting
4. Administration
5. Love of children and families
6. Discipleship
7. Managing people and delegation
8. Reliability

PRIMARY RESPONSIBILITIES:

1. PASTORAL CARE

To provide pastoral care for our children and families

- a. Establish a plan for pastoral care response to: children's prayer requests, new births, and new children in the ministry/first-time guests through the children's ministry
- b. Source, select, and order appropriate materials for the purposes of spiritual growth for the children and families

- c. Build community within the church by being a champion of our Small Groups and events
- d. Pray for the children, families, volunteers, and church community at City Centre
- e. Update necessary policies, procedures, and practices to foster a healthy environment for children, families, and volunteers

2. DISCIPLESHIP

To train and disciple families in the City Centre Church community

- a. Implement teaching methods, which align with our values and goals, to disciple children and families
- b. Provide and recommend useful resources and teaching methods for families to disciple their children at home
- c. Establish communication with families to share ministry values and goals, as well as to ensure discipleship is happening at home
- d. Provide leadership to family-focused church events and opportunities
- e. Provide support and direction to individuals wanting to create environments for more family connections

3. VOLUNTEERS

To recruit, care for, and develop teams of servant leaders within our children's ministry

- a. Develop a recruitment strategy for new volunteers that includes volunteer screening, job assignment, training, feedback & evaluation, and recognition
- b. Create volunteer job descriptions
- c. Build community within the volunteer team
- d. Assign responsibilities to key leaders and provide guidance
- e. Incorporate leadership and personal development training
- f. Oversee scheduling of volunteers and family events

Function as a member of the pastoral staff by performing baptisms and baby dedications.

HOURS

This role requires 17.5 hours of work weekly

- 1. 4.5 hours during Sunday morning services
- 2. 13 hours to be completed throughout the week

City Centre Church is an equal opportunity organization and we thank all applicants for submitting their resume; however, only those candidates considered for employment will be contacted.