



Position Description: Director of Family Ministries

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The Director of Family Ministries will oversee all aspects of the Nursery, Children's Ministry, and Family Ministry, encouraging spiritual growth in parents and children, with the goal of developing healthy families within the church body and, through various outreach efforts, within the larger community.

The Director of Family Ministries will partner with church leadership and parents to implement creative events that help children and families grow spiritually, emotionally, and in relation to other children and adults.

The Director of Family Ministries is the reporting official for all paid child care workers. This includes child care workers for Sunday morning services, special services, MOPS, and small groups.

The Director of Family Ministries is expected to attend staff meetings as requested to ensure continuing alignment with the overall mission, vision, and activities of the church.

Job Qualifications:

1) General

- a. Must desire and actively pursue spiritual maturity through personal spiritual disciplines and practices, and regular church attendance.
- b. Must meet biblical qualifications for church leadership as per 1 Tim. 3, Titus 1, and 1 Pet. 5.
- c. Must be committed to Grace Bible Church's doctrine, vision, values and teaching positions, modeling a high degree of alignment with GBC's Marks of Discipleship.
- d. Must represent Grace Bible Church in a positive way both on-duty and off-duty, displaying Christian behavior in both personal and professional settings.
- e. Must be a member in good standing of Grace Bible Church.
- f. Must have good people skills; displaying a relational style of leadership and ministry.
- g. Must possess good communication skills, both verbally and in writing.
- h. Must be committed to a team approach to ministry.
- i. Must be able to focus and remain calm under pressure.
- j. Must display a joyful spirit and good sense of humor.
- k. Must be flexible in work schedule.
- l. Must possess a valid driver's license.
- m. Must be a self-starter; able to work without direct supervision.

2) Specific

- a. Basic childcare skills.
- b. Basic first aid knowledge.
- c. Must have a heart and passion for children and families.
- d. Must love children and demonstrate patience in dealing with them.
- e. Must work well with other staff, volunteer workers, parents, grandparents, and children.



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Specific Duties and Responsibilities:

- 1) Nursery
 - a) Ensure appropriate nursery operation by:
 - i) Recruiting, training, and scheduling nursery workers.
 - ii) Ensuring necessary supplies, such as diapers and sanitary wipes, are available for nursery workers.
 - iii) Ensuring nursery facilities are safe and sanitized prior to nursery operation.
- 2) Children's Ministry
 - a) Recruit, train, and schedule Children's Ministry volunteers.
 - b) Develop functional and kid-friendly ministry spaces, such as classrooms and play areas.
 - c) Select curriculum for Children's Ministry programs and prepare materials for teachers.
 - d) Plan, promote and oversee annual Summer Blast week by:
 - i) identifying or developing curriculum.
 - ii) recruiting and training a volunteer team.
 - iii) designing, preparing, and distributing promotional materials, including social media.
 - e) Work with other ministry leaders to coordinate facility usage.
 - f) Develop short-term and long-term goals for the children's ministry.
- 3) Family Ministries
 - a) Recruit and develop a team of volunteers to implement Family Ministry activities
 - b) Coordinate Family Events on a quarterly basis, including child care as needed
 - i) Family events may include such things as: Family game or movie nights, Parents Date Night, Family Talent Show, etc.
- 4) Supervisory Responsibilities:
 - a) Select, train, schedule and supervise paid child care workers as needed. The number of paid child care workers will vary, but will generally include 3 to 10 paid childcare positions.

Miscellaneous

- 1) Ministry Support
 - a. Must work with other ministry leaders to coordinate facility usage and ministry and outreach efforts, including leaders for programs such as Small Groups, Student Ministries, and MOPS.
- 2) Financial
 - a. Prepare budget requests and recommendations for Family Ministry line items.
- 3) Administrative
 - b. Attend staff meetings and special functions as requested.
 - c. Monitor and provide content for Family Ministry portions of the GBC website and other social media.



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- 4) Other duties as assigned
 - a. This may include attending conferences, community outreach events, decorating for holiday activities, campus clean up, or other functions that require all-hands-on-deck.

Physical Requirements:

Job will occasionally involve light lifting.

Work Schedule:

Typically 8:00 AM to 12 PM Sunday, and 10-1 on Tuesday with eight additional hours (or as needed) to prepare for Family Ministry activities. Schedule will vary at times according to church programming needs, such as Summer Blast.

The Director of Family Ministries is also expected to be present for Sunday services.

Pay for this position is \$15 per hour.

Supervision:

The Director of Family Ministries reports directly to the Pastor

Signature _____ Date _____