

**RINCON UNITED METHODIST CHURCH
DIRECTOR OF FAMILY MINISTRIES
POSITION DESCRIPTION**

The Director of Family Ministries oversees a comprehensive ministry for growing mature disciples of Jesus Christ in the Wesleyan-Methodist tradition through coordinating and resourcing volunteers in all areas of family ministry, and with special attention given to reaching new people with the Good News.

Accountable to	Senior Pastor
Ministry Target	Church Family and Community
Position Is	Paid Staff/Part-Time/Non-Exempt/At Will
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration, Teaching, Compassion
Talents/Abilities/Skills Desired	Desire to see people mature in faith. Able to work with volunteer leaders. Excellent organizational and administrative skills. Experience and/or education in Family Ministries or related field. Able to relate well to persons in different stages of life. Able to work with the leadership and vision of senior pastor. Able to work well with other staff.
Desired Personality Traits	Outgoing and energetic, focused and self-disciplined, stable and resilient, understanding and flexible, people-oriented and goal-oriented
Passion for	Seeing people grow and mature in the faith.

RESPONSIBILITIES/DUTIES

- I. Develop and Oversee a comprehensive disciple-making ministry in the Wesleyan-Methodist tradition which engages persons of all generations together as they grow in faith.
 - A. Intergenerational Ministry
 1. Develop and implement ministries and service opportunities which engage persons across generations.
 - a) Consider seasonal themes and inviting the community
 - b) Consider volunteer mentoring or tutoring opportunities.
 - B. Sunday School
 1. Resource teachers with curriculum options and provide training as requested.
 2. Ensure all classes have curriculum requested and needed supplies in a timely manner.
 3. Be amenable to teach a class on a short term basis or substitute as needed.
 4. Promote Sunday School in the life of the church family.

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C. Children and Youth Ministries

1. Resource volunteers with curriculum options and provide training as requested.
2. Ensure volunteers have curriculum and supplies requested in a timely manner.
3. Be available as a resource for ministry ideas for volunteers.
4. Assist with calendar, camp registration, trip planning and other administrative needs.
5. Work closely with Vacation Bible School Coordinator for a successful event.

D. Wednesday Night Ministries

1. Work with Senior Pastor and Associate Pastor to develop and implement a ministry program for Wednesday nights that includes study and play and coordinates with Wednesday Night Supper and Music Ministry.

E. Seasonal Events

1. Coordinate/Assist volunteers in planning and implementing events for Christmas and Easter Seasons.
 - a) include children, youth, and adults
 - b) consider outreach possibilities and in reach to senior and homebound members

II. Develop and Oversee a comprehensive outreach ministry which welcomes guests and reaches out to the community.

A. Visitor Welcoming and Follow-up

1. Develop and implement a comprehensive ministry of welcoming visitors/guests.
2. Develop and implement a comprehensive ministry of connecting with those who visit worship.

B. Community Outreach

1. Develop and implement a comprehensive ministry reaching out to our community.
2. Seasonal Events (See I.E.)

C. Scouting Liaison

1. Serve as a connecting point between all scouting groups sponsored by RUMC and the church family and report on scouting groups to administrative council at meetings.

III. Other Responsibilities

- A. Receive Safe Sanctuary training and ensure all family ministries are compliant with Safe Sanctuary policy.
- B. Attend and fully engage in administrative council meetings and provide a written report of ministry to each quarterly meeting including plans for ministry until the next meeting.
- C. Attend and fully engage in weekly staff collaboration.
- D. Submit an annual written report for inclusion in the charge conference packet.
- E. Fully engage in the life of the church family by fully participating in her ministries.
- F. From time to time there may be other responsibilities assigned by the senior pastor to fulfill the ministry of the church.

TERMS OF CONTINUED EMPLOYMENT

Continuing employment is subject to satisfactory job performance as determined by S/PPRC and the senior pastor, an ethical and moral personal social media presence and continued available funding.

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RECORDS AND MATERIALS

The employee agrees that all materials, resources, computer programs and equipment purchased by RUMC as well as all records, print or electronic, pertaining to the work of Director of Family Ministries are the property of RUMC.

NOTES:

The responsibilities/duties of The Director of Family Ministries may be altered to suit the gifting and experience of the person in the role and/or the needs of Rincon United Methodist Church.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the RUMC reserves the right to revise the functions and duties of the job or to require additional or different tasks to be performed within the scope of this position when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

The employee's signature below indicates agreement to abide by and fulfill the requirements of this job description to the best of the employee's ability. In the event issues arise with the employee's ability to fulfill the requirements of this job description, these issues should be brought by the employee to the attention of the senior pastor and the S/PPRC for resolution in a timely manner.

Employee

Date

Senior Pastor

Date

S/PPRC Chair

Date