

## JOB DESCRIPTION FAMILY MINISTRIES DIRECTOR

**POSITION:** Part-time, Non-exempt, 20-25 hrs week

**DEPARTMENT:** Family Ministry (Children and Youth)

**REPORTS TO:** Senior Pastor, Leadership Team

**PURPOSE:** The Family Ministries Director leads and oversees spiritual development, programming, and safety for children (birth-grade 12), in collaboration with other staff as needed. The director will be the primary motivator and equipper in building the family ministries of the Church of God of Landisville (COGL), pursuing new opportunities for ministry growth in alignment with the vision and mission of the church. The director will be active in recruiting/training volunteers, selecting curriculum, planning events, and managing his/her budget areas.

### PREREQUISITES

- A personal testimony of salvation through faith in Jesus Christ and an ongoing desire for spiritual growth. Committed to reaching out to others with the good news of the gospel of Jesus Christ.
- Positive leadership ability, teaching ability, and organizational skill. Able to relate well to children.
- Previous experience in children or youth ministry, education, or a related field.
- Self-starter, able to work independently with strong reasoning and problem-solving abilities. A “builder” mentality, able to think futuristically and communicate the big picture to achieve effective results by equipping and motivating volunteers.

### GENERAL RESPONSIBILITIES

- Support and work within the mission, vision and values of the Church of God of Landisville (COGL), as well as the doctrinal standards of the Churches of God, General Conference denomination.
- Be actively pursuing a deep personal commitment to Christ, viewing this position as a ministry calling.
- Support and collaborate with the church staff and ministry volunteers. Collaborate with parents and caregivers. Equip leaders and delegate responsibilities as appropriate.
- Must complete a Criminal Record background check, PA Child Abuse history clearance, and Safe Sanctuary training.

### FAMILY MINISTRY RESPONSIBILITIES

- Teach either middle and high school age (youth group) or elementary students directly (our current preference is for a youth age teacher).
- Recruit, train, evaluate, and supervise volunteers for Sunday morning activities (including nursery care and any classes or small groups), and other events.

- Foster effective two-way communication through the use of excellent verbal and written English skills to engage with children, teenagers, parents, volunteers, and the congregation. Connect with parents regarding family needs and provide spiritual support to families.
- Choose and/or develop and implement age-appropriate, biblically sound curriculum for nursery ages (birth-pre-K), children (K-grade 5), and youth (grades 6-12). Work with church staff and volunteer leaders to coordinate long-range planning and goals for the family ministry in alignment with church-wide goals.
- Coordinate special events (such as invitational events, outreach activities, VBS, and holiday programs).
- Exercise administrative skills to handle scheduling, safety procedures, and curriculum logistics. Manage the ministry budget, resources, and attendance records. Assist in the facilitating of the annual church budget process.
- Contribute to a culture of positive, collaborative participation with staff and volunteers that models mutual respect, accountability, and the free expression of your spiritual gifts for the benefit of the team, the youth, and the church. Attend regular staff meetings.
- Ensure all activities comply with safety policies, including background checks for all volunteers. Develop and maintain appropriate safety and security guidelines to support the Safe Sanctuary policy of COGL.