

GRACEPOINTE CHURCH

Position Description

TITLE: Family and Children Ministry Director

GENERAL DESCRIPTION:

The Family and Children Ministry Director will provide primary leadership to ministries with children, ages birth through fifth grade and their families at GracePointe Church. The Family and Children's Director will work under the direction of the Lead Pastor, the coaching of the Associate Pastor, and in cooperation with the staff team.

MISSION AND PURPOSE:

The purpose of this position is to provide leadership and administrative oversight to the GracePointe Children's Ministries. This includes developing and communicating a ministry strategy that will provide a nurturing place where children grow and develop spiritually, emotionally, mentally, socially and physically while strongly partnering with parents and families to encourage their children toward a biblically rooted lifetime of faith in Jesus Christ.

AREAS OF RESPONSIBILITY:

- **Programming Leadership and Oversight:** The Family and Children's Ministry Director will articulate a compelling vision and strategy for Children's Ministry, set challenging goals, and then purposefully execute these through ministry programming – including curriculum, lessons, music, materials, and activities. Programming will include regular activities during all the normal worship services and mid-week programming during the school year. This will also include special outreach events to the families of the church and community and periodic all-church events.
- **Volunteer Team Development:** The Family and Children's Ministry Director will recruit, document, equip, mobilize, supervise, and encourage a volunteer team to implement the Children's Ministry strategy and carryout the programming components.
- **Administration:** In addition to program and volunteer administration, the Family and Children's Ministry Director will ensure all financial oversight, budget preparation, oversight of safety and facility, record keeping, calendar management, coordination, and publicity regarding Children's Ministry.
- **Staff Team Partnership:** The Family and Children's Ministry Director will work closely with the Lead Pastor and the other Ministry Staff in the broader ministry emphases of GracePointe Church to ensure strategic mobilization and cohesiveness with all GracePointe ministries.
- **Parent/Family Ministry:** The Family and Children's Ministry Director will actively engage parents in the ministry to their children through effective communication, involvement in baptisms and child dedications, training seminars and family faith-building opportunities.

***The above duties are not intended to be an all-inclusive list – other duties may be assigned as necessary.*

QUALIFICATIONS:

- **Christian Character**

The Family and Children's Ministry Director will have exemplary Christian character including a vibrant and growing, personal relationship with Jesus Christ and a proven track record of integrity in their personal life, interpersonal relationships, social media presence and local church life.

- **Education and Experience**

The Family and Children's Ministry Director should have a Bachelor's degree (B.A.) from a four-year college or Bible school with an emphasis in Early Childhood Education or Children's Ministry; or six years experience working in a children's ministry program; or a combination of education and experience. The Family and Children's Ministry Director will also possess the passion, creativity, biblical knowledge and experience necessary to carry out the responsibilities of the position. They must demonstrate a deep commitment to scripture and being a continual learner along with strong skills in leadership, organization, and communication.

- **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Must also be able to interact with children in physical activities and games, maintaining a high level of energy.

ORGANIZATIONAL RELATIONSHIPS

The Family and Children's Ministry Director will serve under the direction and supervision of the Lead Pastor, with coaching from the Associate Pastor. The Family and Children's Ministry Director will meet, coordinate, and collaborate with the other Ministry Staff and other volunteer teams as necessary. The Family and Children's Ministry Director will have oversight of all Children's Ministry volunteer staff and be responsible for their training, assignments, supervision, and evaluation. Family and Children's Ministry Director will receive regular formal, written performance evaluations and ongoing coaching and mentoring.

WORK SCHEDULE

The Family and Children's Ministry Director is intended to be a full-time salaried employee. The Family and Children's Ministry Director will be expected to work no less than 40 hours per week to fulfill the expectation of office hours, ministry duties, meetings, and personal participation in the life of GracePointe Church. The Director will be granted vacation and sick leave in accordance with the GracePointe Employee Handbook. The Family and Children's Ministry Director will coordinate office hours, days off, vacation, conferences, and any other absences with the Lead Pastor and Office Manager.

***For more explanation of work hours and time off, please refer to the GracePointe Church Employee Handbook.*

Family and Children's Ministry Director

Date

Lead Pastor

Date

Lead Elder

Date

HR Elder / HR Lead

Date