



GRACE COMMONS CHURCH
Children & Family Ministry Team

JOB TITLE: Director of Family Discipleship

MINISTRY DEPARTMENT: Children & Family Ministry

POSITION LOGISTICS: This is a 40 hour per week, overtime-exempt salaried position

SALARY: \$59,000 to \$60,000 annual salary

BENEFITS: Fully paid Medical Coverage
Optional Coverage, such as Dental, Vision and AD&D
Paid Sick Leave
Paid Vacation
12 Paid Holidays per year
Life Insurance
Long-Term Disability Insurance
403b Retirement Plan

POSITION RATIONALE: To deepen and facilitate the flourishing growth in faith and discipleship to Jesus for children and their families at Grace Commons through programming and special events during the week and throughout the year.

REPORTS TO: Director of Children & Family Ministry

GENERAL REQUIREMENTS/PREREQUISITES:

- A person of maturing Christian faith with a servant's heart
- Affirmation of and adherence to the essential tenets of the Evangelical Covenant Order of Presbyterians
- Love for children and their families and a desire to see them grow in their faith
- An understanding of current societal trends impacting children and families
- Background in Ministry and Event programming and leadership preferred
- Able to pass required background check(s)

UNIQUE CFM RESPONSIBILITIES/ACCOUNTABILITIES:

- Design, lead and participate in discipleship programming for kids on Sundays during Common Ground (K-5th), Weeknights (2nd-5th grade) and participate in Sunday programming rotations
- Team lead on safety and security protocols in the Children's Wing (equipping rooms, meeting with facilities to maintain a safe environment and evacuation protocol, coordinating Sunday and other event security volunteers as needed, collaborate with CFM team to make sure safety/liability forms and documentation is kept up to date for volunteers and wing)
- Act as a point of contact (warm hospitality and welcome) for new families as they learn more about Grace Commons and seek to grow in community
- Collaborate with the Director to create opportunities to build positive and meaningful relationships between families across other ministries in the wider church community
- Coordinate opportunities for families to participate and serve in the church, city and world
- Manage, facilitate and support 2-3 special events per year and/or as planned with CFM team (i.e.; Trunk or Treat, Family Camping Trip or Upper Elementary Summer Trip, Summer Camp/VBS programming support)
- Ability to work Sundays and one night weekly (school year), with the flexibility to work occasional nights and holidays as requested

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Actively attend all weekly staff meetings and assigned Sunday/week night rotations.
- Participate in staff required events/Sundays (Christmas Eve, Easter and as scheduled with the Director).
- Willingness to pray, collaborate and grow together as a Children & Family Ministry.

OTHER SKILLS/ABILITIES REQUIRED TO SUCCESSFULLY THRIVE IN THIS POSITION:

- Heart to serve the greater church body as well as children and their families
- Ability to work with diverse and sometimes difficult personalities
- Team mentality with the desire to collaborate with others on the Children & Family team
- Ability to build relationships with people through listening and expressing care
- Ability to communicate clearly through writing and teaching
- Ability to prioritize and manage time effectively within a weekly schedule
- Ability and willingness to utilize various communication technologies including phones, tablets, computers, email & scheduling software
- Flexibility to participate in other tasks and events with Children & Family Ministry as they arise

ADMINISTRATIVE / PROGRAMMATIC EXECUTION

- Participates in all church staff orientation, required staff meetings, coaching and development
- Completes all required mandatory training within the first month of employment
- Complete various assigned administrative tasks as well as those that are ad hoc
- Manage personal and working spaces in order to promote an environment of hospitality

Date: _____

Reviewed by Employee: _____ Supervisor _____
Signature Signature

NOTE: This job description is not intended to be all-inclusive. This position may perform other related duties as needed to meet the ongoing needs of Grace Commons.