

DIRECTOR OF FAMILY MINISTRIES

S A M P L E J O B D E S C R I P T I O N

THE UNSTUCK GROUP®

The role of the Director of Family Ministries (DFM) is to oversee the family ministry strategy of [Church Name] under the direction and leadership of the [Position Title]. This will require a firm grasp of the beliefs, values and strategy of [Church Name] and the ability to align staff and key leadership teams with its mission, vision and values. The DFM partners with parents to disciple their children while equipping healthy families.

The Director of Family Ministries will be responsible for the following:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of [Church Name]. The DFM should represent a growing personal relationship with Christ. The DFM models a strong relationship with his or her spouse (if married) and children (if applicable). The DFM strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions.

These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Participating in a [Church Name] small group on a regular basis.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities within and outside the church.
- Supporting the ministries of [Church Name] by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of [Church Name] employees, as defined by the Staff Handbook.

2. Leadership of Staff and Volunteer Teams

Success in this role will be best accomplished by prioritizing an investment in ministry leaders who, in turn, influence parents, students and children. The DFM is responsible for creating an environment that attracts, develops and empowers the leaders providing ministry programming to all children and students by:

- Communicating a clear vision and defined ministry wins for staff and volunteer teams on a regular basis.
- Building systems and structures that lead people from being spectators to volunteers.
- Overseeing safety and security systems for children and students (e.g. background checks, safety and security procedures, etc.)
- Leading staff and volunteer meetings.

- Championing the family ministry leadership development strategy.
- Providing centralized efforts for training leaders (retreats, tools, continuing education opportunities, etc.)
- Providing staff and volunteer teams with current family ministry best practices.
- Ensuring that the family ministry team answers questions and provides remarkable customer service to parents, students and kids on a consistent basis.
- Providing regular evaluations, feedback and systematic improvements for team members.
- Creating and continuously improving follow-up methods to ensure that new families and their kids are plugged in to [Church Name].
- Developing, submitting and managing budget forecasts and expenses for team leaders.
- Identifying, recruiting and interviewing potential staff members.
- Providing intentional opportunities to show appreciation to volunteers and staff.

3. Oversight and Execution of Weekend Environments

Responsible for creating programs that provide engaging experiences and life-changing environments for children and students from birth to college-age by:

- Providing insight and direction for big picture programming and creative planning processes. Selecting relevant curriculum, props, and games for weekend experiences.
- Ensuring that check-in areas, ministry spaces and signage are clear, current and focused on new kids and their families.
- Producing videos, weekly scripts and lessons, printed promotions, verbal announcements, social media, web page information, marketing, etc. about the kid's ministry at [Church Name].
- Creating and maintaining a safe environment for kids, including special needs at [Church Name].

4. Oversight and Execution of Small Groups

Designs practical onramps and systems to help kids and students move from visiting to belonging and growing by:

- Developing a systematic and effective effort to integrate kid's and student's small groups into weekend environments.
- Overseeing information and tracking of small group participants and leaders.
- Actively encouraging small group leaders to connect with families and kids during the week (visiting, coaching, discipling, etc.).
- Providing opportunities for kids and students to discover their unique purpose and begin developing their talents and abilities.
- Offering small group leaders curriculum, coaching materials and creative approaches to small group ministry.
- Implementing a strategy to equip parents to help their kids take their next steps toward Christ.
- Designing kids and student outreach efforts at [Church Name].

5. Oversight and Execution of Marriage and Family Events

Designs and facilitates events intended to strengthen marriages, families, and parenting skills by:

- Implementing a strategy to equip parents to help their kids take their next steps toward Christ, focused on what happens outside of church walls.
- Designing a strategy to support needs of married couples, providing opportunities for married couples to enrich their marriage and engaged couples to prepare for marriage.
- Providing opportunities for parents to increase parenting skills and effectiveness.