

Westwood United Methodist Church Job Description

Position: Director of Family Ministries

Specific Responsibilities:

Enable and oversee all aspects of programming and the spiritual growth for children (birth through 5th grade) in our congregation and in support of their faith life of their families.

Encourage intergenerational relationships in the church.

Specific responsibilities include:

- Plan, coordinate and lead children's Sunday School and nursery care on Sunday mornings, in collaboration other Sunday ministries and with other staff.
- Be present on Sundays and other times to invite and welcome children and families.
- Communicate with the congregation and community about children's ministry, through our weekly newsletter, website and other media.
- Recruit, train and supervise staff and adult volunteers as they interact with children. Implement church policies, including our Safe Sanctuaries Policy.
- Participate in regular staff meetings.
- Encourage the faith development of families, providing resources and facilitating events.
- In consultation with the Finance Committee, oversee the annual budget.
- Support the cultivation of intergenerational relationships in our congregation, including through helping lead and plan regular all-church activities (e.g. fall festival).
- In collaboration with the Pastor, provide pastoral and spiritual support for children and their families.

Accountability: Senior Pastor and SPRC

Skills Required:

A mature Christian faith and an ability to think theologically are required, as well as the ability to:

- Relate easily to parents, children and church members.
- Communicate Christian values of acceptance, care and love.
- Administer the program, including recruiting and supervising leaders, training, overseeing budgeting, planning effectively and clear communication.
- Climb stairs and lift approximately 35 pounds.

Desired/Preferred Skills:

- College degree and graduate education or experience training in children's ministry preferred.
- Experience in supervision of staff and volunteers.

Type/Hours: Part-time, 20-30 hours/week