**Director of Children and Family Ministries**

**at Wynnton United Methodist Church (UMC)**

**Job Description**

**Summary:**

This full-time staff member is responsible for building and directing the Family Ministries of the church, including planning, coordinating, and overseeing activities for children and their families to promote spiritual development, fellowship, and ministry involvement in the life of the church. This person will help us seek to deepen our faith and create more and better disciples for Christ.

**Job Responsibilities**

* Create and implement a Family Ministries strategy by working with the Family Ministry Team and the Senior Pastor on a vision with goals and objectives.
* Plan and execute programs and events that support and engage children and their families, including being invitational with current and new worshippers.
* Work with the Senior Pastor to ensure that the particular needs of children and families are considered and supported within the life of the church.
* Provide spiritual discipleship and mentoring for church families. Partner with parents by equipping them with resources to become actively and intentionally involved in the spiritual formation and discipleship of their families.
* Cultivate relationships with families of our congregation and our community.
* Call, support and equip volunteers to ensure they always have a clear understanding of their role.
* Equip volunteers and guest leaders to provide leadership for planned programs and events.
* Serve as Safe Sanctuaries Coordinator and implement training.
* Select or develop curriculum for children’s ministry in grades Kindergarten through 5th Grade.
* Plan and provide for the security of children, students, and teachers involved with Family Ministry (i.e., security check-in and retrieval, evacuation plan, volunteer screening, first aid, CPR training).
* Establish relationships with community and school leaders to be “in the know” about the needs and issues pertaining to families and children in our community (eg, partner with the Partners in Education coordinator).
* Participate in the planning and execution of confirmation with the pastors and the Director of Student Ministries.
* Schedule, plan, and organize family events and missional outreach opportunities with church staff and volunteers.
* Follow up with all families with children who visit the church.
* Help plan worship for special family services, including selecting liturgy and coordinating order of worship with staff before the service (i.e., blessing of the backpacks, third grade Bible presentation, Palm Sunday parade, confirmation)
* Develop a Family Ministries budget and track expenditures throughout the year in consultation with the senior pastor.
* Serve as the Wynnton Pre-School liaison from the church.
* Supervise the part time Nursery Coordinator.
* Teach, as needed.
* Perform other miscellaneous duties as assigned by the senior pastor.