

**Seminole Heights United Methodist Church  
Job Description**

**Job Title:** Family Ministries Director

**Department:** Ministry

**Supervised by:** Pastor

**Job Status:** Non-exempt, part-time, Hourly

**General Qualifications:**

A candidate for the position of Family Ministries Director shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ. They shall be familiar and in consonance with Wesleyan theology, United Methodist Church Polity and practice. They must have a thorough understanding of and ability in working with students and their families and shall demonstrate managerial skills necessary to carry out their duties.

**Personal Characteristics:**

1. A Christ-centered, inclusive, warm-hearted faith in Christ which expresses itself in loving, joyful, healthy relationships with others and personal freedom in sharing his/her personal experience of Christ.
2. A clear passion to draw uncommitted persons into a living relationship with Jesus Christ.
3. An excitement and commitment to the mission and vision of Seminole Heights United Methodist Church.
4. A visionary person with the freedom to explore the most effective means by which our mission can be fulfilled.
5. A team-player who works well with other members of the church staff and who has proven effectiveness in working with volunteers.
6. Personal commitment to the spiritual heritage, doctrine, and Social Principles of the United Methodist Church.
7. Evidence of Christian character evidenced by a life of prayer, spiritual discipline, and participation in the life of the church.
8. A sense of humor and ability not to take him/herself too seriously.

**Occupational Summary:**

The Family Ministries Director is responsible for the discipleship of children, youth, and their families through spiritual formation, outreach, and worship.

1. Spiritual Formation
  - a. Work with the pastor, lay leaders, and staff to implement current children and youth ministries and plan new ministry opportunities.
    - i. Duties include but not limited to: creating weekly Children's worship videos, planning and leading weekly Youth Group meetings, and overseeing Sunday morning children's programming.
  - b. Work with pastor and lay leadership to expand small group offerings for children, youth, and families.

2. Outreach

- a. Coordinate outreach events geared towards families, including but not limited to community movie nights, Vacation Bible School, and annual Easter and Christmas celebrations.
- b. Build and maintain relationships with local schools and Seminole Heights United Methodist Preschool, in addition to other community partners with ongoing engagement.

3. Worship

- a. Plan and coordinate weekly Dinner Church services, as COVID allows.
- b. With the pastor, lay leadership, and staff, assist in planning worship, including special services.
- c. Opportunities to lead could include reading in worship, participating in worship music, and preaching as appropriate to the candidate.
- d. Assist in running weekly worship livestream and engaging online worship viewers.