



## **FAMILY MINISTRY COORDINATOR**

**Hours:** 12-20 hours weekly

**Salary:** \$21.00 per hour

### **Vision:**

The Family Ministry Coordinator exists to nurture and support children and youth in their faith development. Building strong relationships with parents to help nurture families and their children to build their relationship with Christ.

### **Areas of Accountability:**

- Develop supportive relationships and maintain open communication with children, youth, parents, and families.
- Further develop and coordinate a complete youth and young adult ministry including a pathway to discipleship at St. Paul's UMC.
- Connect with the Missouri Annual Conference on a regular basis for ideas and techniques to bring families together.
- Identify, recruit, equip, and deploy other adult leaders in the family ministries.
- Support children's and youth programming during Sunday Morning worship, and special services.
- Expand and coordinate regular Children's programming and special events to engage families in the community and reach out to new families. (examples: Preschool Chapel, Easter Egg Hunt, movie nights, picnics, etc.)
- Partner with volunteers to provide leadership, direction, and volunteer support of summer programming, including but not limited to VBS.
- Work in collaboration with other staffers to ensure the missions of St. Paul's UMC is lived out in all areas of discipleship.
- Develop fruitful relationships with Preschool families and staff.
- Coordinate with the Nursery Coordinator on nursery content.
- Coordinate family mission projects and trips.

### **Accountability Reporting:**

- Attendance of both in-person and virtual events for family ministry events.
- Reports to the Senior Pastor.
- Turns in timesheets monthly.
- Reports to the Leadership Team on a quarterly basis with status reports including measurable metrics.



**Qualifications:**

- Must be a committed Christian seeking to deepen their faith.
- Excellent written communication, verbal communication, and conflict management skills.
- Experience working with children or youth in a ministry or other context.
- Must possess a proven ability to work with children, youth, and diverse individuals.
- Must have the demonstrated ability to recruit, train, and manage volunteers.
- Employment will be pending Safe Gatherings Certification, including a criminal background check.

Please send all position inquiries to the Executive Pastor at [allison@stpunited.org](mailto:allison@stpunited.org) with a resume.