

## Family Ministry Coordinator

### DESCRIPTION:

The Family Ministry Coordinator is responsible for the development and implementation of all programs and activities related to Children's & Youth Ministry (from birth to 12th grade) at North Cross Methodist Church. Additionally, he/she is responsible for working with Church Leadership to help organize, coordinate, and motivate North Cross staff, committees, and volunteers to perform the mission of North Cross more effectively. This Coordinator will work with the Senior Pastor, and Administrative Board under the direct supervision of the Family Ministry Director.

### ESSENTIAL DUTIES:

- 1) Provide oversight and leadership of the Family Ministry Program, which includes:
  - a) Developing a loving relationship with all children and pray regularly for them.
  - b) Coordinating special church events such as Confirmation, 3rd grade bible presentation, Palm Sunday potluck & egg hunt, youth retreats, VBS, summer camp, back-to-school bash/blessing of the backpacks, Fall Fest, etc.
  - c) Implementing an age-appropriate, biblically-based curriculum with a long-term vision for teaching the major stories and themes of scripture.
  - d) Providing childcare/programming for all ages during Sunday morning, Wednesday evenings, and bible studies/small groups as needed.
  - e) Working with the North Cross MDO Director to organize weekly worship opportunities and ensure church/MDO cohesion and mission consistency.
  - f) Working with the Administrative Board and Senior Pastor to create a Children & Youth Ministry budget that reflects the values and vision of North Cross and being a good steward of the Family Ministry Budget provided.
  - g) Networking with other Children & Youth Ministry coordinators in the community to share ideas, experiences, and resources.
  
- 2) Recruit and equip volunteers to support Family Ministry by:
  - a) Ensuring children's classrooms are set up and ready for all Sunday mornings and special events.
  - b) Recruiting, training, supervising, leading, encouraging, scheduling, praying for, and involving existing and new volunteers.
  - c) Educating volunteers on Safe Sanctuary Policy and the volunteer handbook.
  - d) Conducting background checks on Children & Youth Ministry volunteers.
  - e) Filling in the gaps for volunteers as needed.

- 3) Maintain effective communication and organization within the church by:
  - a) Serving as a resource and liaison for parents by regularly communicating upcoming events and essential information through regular emails and handouts.
  - b) Coordinating with Communications Director to update the church website, weekly newsletter, & bulletin; keeping it current and improving ease of access.
  - c) Capturing and posting appropriate content to promote the church and its ministries.
  
- 4) Coordinate and support church outreach and missions, with specific emphasis on:
  - a) Maintaining church member contact information for children within Family Ministry.
  - b) Working with Pastor and Church Leadership to develop a marketing plan to help encourage families in the area to attend North Cross.
  - c) Attending monthly church staff meetings and church board meetings to provide ministry report.
  - d) Attending monthly missions meeting to incorporate Children & Youth Ministries into upcoming missions.