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| **Position Title:** | Director of Family Ministries |
| **Department:**  | Family Ministries |
| **Campus**: | Lapeer |
| **Date**: | April 2021 |
| **Supervisor:** | Campus Pastor |
| **FSLA Status:** | Exempt |

**Position** **Profile:**

Directly responsible for all aspects of Kids (birth through fifth grade) and Student Ministries (sixth through twelfth grade) on the campus. Works with the Campus Pastor to accomplish the overall vision and purposes of Woodside Bible Church.

**Skill Set**:

Strong communicator with biblical teaching and skilled at contextualizing concepts in a way that kids and students can understand. Possesses strong vision, organizational leadership, and shepherding skills. Is a team player who has the ability to relate to kids and students as well as work directly with families of Woodside Bible Church.

**Competencies:**

* Know Your Sheep
* Protect Your Sheep
* Delegating Responsibility
* Following Rules and Procedures
* Using Computers and Technology
* Accepting Responsibility
* Adaptability/Flexibility
* Following Policies and Procedures
* Integrity/Ethics
* Interacting with People at Different Levels
* Interpersonal Skills
* Maintaining Objectivity
* Problem Solving and Analysis
* Project Management
* Serving Others
* Teamwork

(Further definition will be provided upon request.)

**Experience** **Qualifications:**

* Minimum of a bachelor’s degree required. Demonstrates an understanding Christian education for Kids and Student Ministry within the local church.
* Demonstrates an ability to relate to and work under direction and vision of the executive leadership of Woodside Bible Church and with the Woodside Kids and Student Ministries team from all campuses.
* Ability to develop and adapt to the changing needs of the ministry as it grows.
* Competent in recruiting, motivating, encouraging, and equipping adult and student small group leaders, teachers, and parents.
* Agrees with the Statement of Faith and Constitution, Mission Statement, vision and philosophy of Woodside Bible Church.
* Agrees and abides with the philosophy, variables and non-negotiables of the Woodside Kids and Student Ministry guides.
* Lives consistently with the moral qualifications of 1 Timothy 3:1-13 and Titus 1:6-9.

**Duties and** **Responsibilities**:

* Develops relationships with kids, students, leaders, parents, and the church as a family and the surrounding community
* Builds trust with each of the above relationships through Godly living and love
* Serves as the primary communicator to the students and families in conjunction with the other campuses
* Recruits, trains, mentors and appreciates volunteer leaders (e.g., teachers, small group leaders, tech booth operators, check-in admins, etc.)
* Provides congregational care (hospital visits/funerals/counseling/on call) for students in the ministry, their families, and the campus when needed
* Shares stories consistently with the Campus Pastor and Campus Administrator of where God is at work
* Conducts visitor follow up through email, phone calls, and/or notes
* Active involvement in a Life Group
* Grows the kids ministry and student ministry through teaching the gospel, outreach events, and helping outsiders connect with our church
* Plans and structures main events for students – ideally one per semester during school and one per month during summer (e.g., student lock-in, trips to Cedar point, pumpkin-carving contests, etc.)
* Develops goals and objectives and reporting progress through EDGE development system under the leadership of the campus pastor
* Lead the Woodside Kids Ministry under the established vision, strategy and DNA of Woodside Kids Ministry
* Participate as part of the Woodside Kids Multisite Team to dream, design, and evaluate the implementation of Woodside Kids vision and strategy
* Develop and lead teams that oversee Woodside Kids weekend services, special events, and other assigned programs
* Oversee recruiting, screening, training and development of Woodside Kids weekend services and special event volunteers and leaders for Woodside Kids
* Oversee the Kids guest check-in and information desk with the help of the Campus Admin
* Oversee all areas of weekend ministry including curriculum, program, resources, volunteers, and coordinators
* Work with Woodside Kids Multisite Team to choose and develop curriculum
* Oversee, plan, coordinate, and promote special events for Kids Ministry: Kids Camp, Camp Woodside, etc.
* Host Leadership Team meetings and training for Woodside Students and Kids Ministry volunteers
* Coordinate volunteer appreciation as needed
* Follow Child Protection Program procedures and work with the Child Protection Program coordinator
* Attend weekly campus staff meetings
* Meets regularly with Woodside Student Ministries and Kids staff
* Oversees the campus budget for Woodside Student Ministries and Kids Ministry

**Spiritual** **Responsibilities:**

Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach).

Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.

**Disclaimers**:

Other duties as required may be added or changed.  This job description does not constitute a contract for employment.

