

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Pastor/Director of Family Ministries
Department:	Family Ministries
Campus:	Farmington Hills
Date:	November 2021
Supervisor:	Campus Pastor
FSLA Status:	Exempt

Position Profile:

The Pastor/Director of Family Ministries is directly responsible for the leading and shepherding of the families (kids, students, and parents) at the Farmington Hills Campus of Woodside Bible Church. This position oversees both the kid's ministry (Woodside Kids) as well as the middle school (Oasis) and high school (Wake) ministries for the campus. He or she also seeks to equip and partner with parents to lead their children spiritually.

Skill Set:

The Pastor/Director of Family Ministries should demonstrate a strong devotion to Christ and to Christ-like character. They should have a strong ability and experience with equipping leaders and working with teams. Good, biblical teaching ability and communication skills are important, as well as strong vision, organizational and shepherding skills. They must have the ability to work closely with other ministry staff, elders, and ministry leaders to see that our objectives are accomplished, along with the ability to relate to students, kids, and parents.

Competencies:

- Adaptability/Flexibility
- Building and Supporting Teams
- Delegating Responsibility
- Demonstrating Initiative
- Evaluating and Implementing Ideas
- Following Policies and Procedures
- Integrity/Ethics
- Interpersonal Skills
- Know Your Sheep
- Maintaining Work/Life Boundaries
- Managing Resources
- Multiplication
- Protect Your Sheep
- Servant Leadership
- Teaching
- Teamwork
- Using Computers and Technology

Experience Qualifications:

- Minimum of a bachelor's degree required. Demonstrates an understanding of student ministry Christian education 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/or Student Ministries teams from all campuses
- Ability to develop and adapt to the changing needs of the ministry as it grows
- Competent in recruiting, motivating, and equipping adult and student leaders, teachers and parents.
- Agrees and abides with the philosophy, variables and non-negotiables of the Woodside Student Ministry guides
- Lives consistently with the moral qualifications of 1 Timothy 3 and Ephesians 4 and 5.

Duties and Responsibilities:

Primary

- Leads the Kids and Student Ministries to instill in children and students a deep love for God and for others, as we equip parents/guardians to be their primary spiritual influencers
- Assists the Campus Pastor in providing pastoral care for the families involved in the Kids and Student Ministries
- Leads the Kids Ministry through the development of structures, leaders, and programming under the established vision and strategy, through implementing and executing the Kids Ministry DNA in the context of the campus (*See Ministry DNA)
- Actively leads the Student Ministry through the development of structures, leaders, and programming, while implementing and executing the Student Ministries DNA in the context of the campus (*See Ministry DNA)
- Develops and provides equipping and encouraging ministry for parents
- Oversees parent/child dedication and child/student baptism training and facilitation

Secondary

- Facilitates a unified ministry from Kids through Student Ministry
- Oversees the facility aesthetics for the Kids and Students Ministries environments
- Oversees budgets for Kids and Students Ministries
- Strategic involvement Kids and Students special events. This includes but is not limited to:
 - Oasis and Wake multi-site events (planning, etc.) and retreats
 - Hope Week and Flip Camp
- Works with the curriculum and resourcing teams in the areas of Kids and Student Ministries, as approved by the Campus Pastor

Detailed

- Oversees all areas of Kids and Student Ministries including curriculum, program, resources, volunteers and events
- Follows Child Protection Program (CPP) procedures and works with CPP Coordinator
- Coordinates volunteer recruitment strategies and appreciation
- Monitors overall health of Family Ministries
- Continually evaluates every program and major event
- Completes monthly dashboard reports to Campus Pastor
- Completes annual development plan to Campus Pastor
- Collaborates with the Hub Kids and Students Ministries Directors
- Performs additional responsibilities assigned by the Campus Pastor

Spiritual Responsibilities:

- Ensures 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
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Disclaimers:

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

PROPOSED REVIEWED BY	DATE
APPROVED BY	DATE