

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Family Ministries Project Manager
Department:	Family Ministries
Campus:	Troy
Date:	May 2022
Supervisor:	Family Ministries Pastor
FSLA Status:	Salaried, Exempt

Position Profile:

The Family Ministries Project Manager serves as a member of the Family Ministries Staff, under the direction and leadership of the Family Ministries Pastor. They co-labor and collaborate to best lead and support the Kid's Ministry and Student Ministry staff of Woodside Bible Church, Troy Campus. This individual assists with Family Ministries based initiatives, whether new or innovating, current programs, events, and initiatives.

Skill Set:

- Ability to encourage, empower, and equip the Kids Ministry and Student Ministry staff of Woodside Bible Church, Troy Campus, in collaboration with the Family Ministries Pastor
- Ability to multi-task and plan-ahead in a dynamic environment, anticipating future events
- Ability to innovate and process new ways of accomplishing tasks
- Ability to create or source various resources to equip and empower parents and leaders within the Kids Ministry and Student Ministry space
- Teachable and humble in spirit; desiring to grow spiritually and professionally

Competencies:

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

Experience Qualifications:

- Preferred completion of bachelor's degree in ministry, or actively pursuing a bachelor's degree in ministry or another ministry education opportunity
- Multiple years serving in a high-capacity fashion, whether as a staff member, intern, or volunteer within a family ministry (Kids, Students, or both)
- Have good character and reputation
- Motivated to see the church partner with parents effectively to raise strong Godly families
- Proficient in systems and related technology including social media, Ministry Platform, Office 365, Teams, and future identified platforms

Duties and Responsibilities:

- Participates as part of the Family Ministries Team, and by proxy, the Kids Ministry and Student Ministry staff team, to dream, design, and evaluate the implementation of the Kids Ministry and Student Ministry vision and strategy, both in person and digital
- Works in collaboration with the Family Ministries Pastor and alongside the designated Kids Ministries and Student Ministries staff to create and innovate the various ways in which volunteer leaders are structured, encouraged, equipped, and empowered
- Coordinates between Family (Kids and Student) Ministries initiatives and Communications department
- Develops and designs parent communication and resourcing in conjunction with the Family Ministries Pastor
- Attends regular Troy campus Kids Ministry, Student Ministry, and Family Ministries staff meetings per the direction of the Family Ministries 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 is a member in good standing of Woodside Bible Church and actively engages in Life Groups, attending Troy Campus, giving, serving, and praying for the church body
- 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.

PROPOSED REVIEWED BY	DATE
APPROVED BY	DATE

