



## Director of Family Ministries & Congregational Life

**Principal Function:** The Director Family Ministries and Congregational Life shall work collaboratively with the Pastor and church staff to nurture and provide care for the church's youth, children and families while providing oversight to small group initiatives, along with the assimilation of new members and friends into the life of the church.

**Position:** Part-time, 30 hours per week including evenings/weekends. Primary program time is Sundays, September – May.

### **Essential Duties and Responsibilities:**

- ❖ Coordination of Children's Ministries – 2 years old thru 6<sup>th</sup> Grade
  - o Supervise Children's Ministry staff and volunteers
  - o Facilitate Children's Ministry staff, committee and volunteer meetings
  - o Conduct staff reviews in coordination with the Pastor and/or members of the Staff Relations Committee
  - o Ensure thorough and effective communication with staff, parents and volunteers
  - o Provide ongoing information via Pilgrim's Progress, Rock Hour newsletter, emails, church website and social media sites
  - o Facilitate Vacation Bible School (VBS)
  - o Direct Christmas Program in coordination with Voyager teachers
  - o Develop and coordinate an active network of adult and youth volunteers to assist lead teachers
  - o Assist Children's Ministry Team Assistant in scheduling staffing, as needed, for Rock and Play Program
  - o Ensure the curriculum is current, aligned with the UCC/Pilgrim's philosophical beliefs and is woven through music to solidify Milestones, while introducing additional faith and diversity songs
  - o Work in conjunction with the Children's Ministry Team regarding children's vocal choir, bell choir, Christmas programming, Little Rocks and VBS music and its volunteer leaders.
- ❖ Coordination of Youth Ministries – Connections (7<sup>th</sup> & 8<sup>th</sup> Grades) and Synago (9<sup>th</sup> – 12<sup>th</sup> Grades)
  - o Plan and coordinate special events such as Confirmation Retreat, Youth Mission Sunday, Service Projects, Fundraising, Girls Retreat, etc.
  - o Facilitate, recruit and support volunteer committees to assist with special events by providing direction, planning and giving reports in a timely fashion
  - o Ensure thorough and effective communication with staff, parents and volunteers
  - o Arrange, organize and attend the annual Youth Mission Trip, as well as various service activities associated with the trip

- Develop leadership skills with the youth by enabling them to plan and conduct various activities, as deemed appropriate
  - Stay current with technology in terms of communication options with the youth
  - Provide ongoing information to youth, parents and congregation via Pilgrim's Progress, social media pages, church bulletin boards, church website, emails, texts, etc.
  - Establish and maintain current lists of students and parents
  - Teach 7<sup>th</sup> grade confirmation and assist Pastor with combination of 7<sup>th</sup> & 8<sup>th</sup> grade confirmation full group.
- ❖ Coordination of New Members and Welcoming Center
- Work closely with the Pastor in recognizing new visitors and returning newcomers and connect them with existing members
  - Schedule and familiarize Welcome Center volunteers
  - Keep Welcome Center supplied with necessary items
  - Follow up with visitor/newcomers with emails, note cards, etc. on a weekly basis
  - Coordinate and facilitate new member orientation meetings in conjunction with Pastor and all other necessary committee leaders
- ❖ Coordination of Small Groups and Family
- Support current and new small groups by providing resources, as needed
  - Evaluate existing groups in terms of meeting the needs of people attending
  - Coordinate the In-Touch Program and support the leaders with the necessary resources and leadership, as needed
  - Assimilation and member management
  - Coordinate the pictorial directory
  - Support and oversee the Inclusion Team

**Qualifications:**

- Bachelor Degree, preferred; or relevant life experience
- Must be 21 years old or older
- Reliable transportation
- Supervisory experience required
- Proficient in Microsoft Office and ability to learn other applicable computer programs and office equipment is desirable
- Strong interpersonal, time management and delegation skills
- Excellent organizational and communication skills
- Support the theological understandings of Pilgrim United Church of Christ, which promotes intentional hospitality, social diversity, freedom of thinking and a spirit of grace rather than judgment, remains Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in the life of our congregation.
- Displays good judgment, positive attitude, and professional conduct, including the ability to maintain confidentiality.

- Ability to attend staff or committee meetings as required
- Valid driver license; background check required

**Compensation:** Salaried

**Physical Functions:** Ability to lift 25 pounds.

This description has been prepared to assist in evaluating various levels of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of a supervisor to assign, direct, and control the work of the employee under the supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.