

# Job Description

## **Title: Family Ministries Director**

**Hours per week:** PT – 20-25 hours per week  
**Directly Accountable to:** Executive Pastor  
**Indirectly Accountable to:** Lead Pastor  
**Responsible for:** **Parent Ministry**  
**Sunday Morning Children’s Ministry**  
**Midweek Ministry**

**Relationships:** **This is a highly relational ministry and thus priority must be placed on building healthy relationships with parents, children, family ministry team and church**

### **Summary of Position:**

The Family Ministries Director is someone who influences the influencers of the next generation. The Family Ministries Director is someone who loves children and adults, and is happy to work with both. This person is a catalyst for ministry to the family. They will be someone who will plan, recruit, and work closely with Parents and Sunday School/Midweek Teachers as they are in the greatest position to influence the young. Lastly, the Family Ministries Director is someone concerned for the rest of the church body and the surrounding community because they too have an important role in the discipleship and mentoring of parents and children alike.

### **Qualifications & Training for the Family Ministries Director:**

- A clearly demonstrated love for and willingness to serve, equip, and minister to children, parents, Family Ministries Team Leaders and the greater church and community.
- A fully-devoted follower of Jesus Christ, full of faith and the Holy Spirit, as demonstrated by testimony and personal habits.
- Must be in full support of Northstar’s Church Vision Statement, as well as in agreement with and support of the Statement of Faith of the Fellowship of Evangelical Baptist Churches in BC & the Yukon (Fellowship Pacific)
- Experience in Family & Children’s Ministries

### **Primary Duties:**

#### **1. Annually develop and implement an approved Family Ministries Plan:**

- Prepare, submit, discuss, and revise with the Lead Pastor and Executive Pastor
- An Annual Family Ministries Plan will then be used to guide the decisions to be made around leadership training, programs, intergenerational activities, events and personal ministry focus.

- Establish regular and reasonable ways to practice self-care and professional development.
2. **Model & Equip Others** for following Jesus, equipping others and sharing the gospel in their relationships with the parents and children of Northstar Church and greater community.
  3. **Recruit & Build Up:** This position requires someone who enjoys seeing others succeed and grow in their leadership abilities and God given calling. The Family Ministries Director must first be an equipper and secondly a doer. A primary focus is in developing leaders and parents for discipling children to follow Jesus. All ministry workers will receive training and regular feedback. And all Child Protection policies are being implemented.
  4. **Develop regular weekly ministry activities** and events that facilitate the spiritual growth of individual children and the overall numerical growth and impact of the Family Ministries of Northstar Church. This will include Sunday programs and mid-week programs and activities.
  5. **Develop ways to share God's love** with families who are not yet believers. To ensure that through Family Ministries programs, activities, events and personal relationships, that the Gospel of Jesus Christ is being presented in a clear and consistent manner to all parents & children connected to Northstar Church and its outreach activities.

#### **Secondary Duties:**

1. **Perform other tasks as assigned** by the Executive & Lead Pastors

#### **Specifics on Equipping and Encouraging Parents**

- Develop and implement a plan for on-going parent training and encouragement.
- Oversee training that leads parents into a biblical understanding of parenting in discipling their children in following Jesus
- Ensure that Family Ministry Leaders connect regularly to the homes so parents experience a clear partnership in the discipleship of their children.
- Develop channels of both resources & communication that allow the parents to lead in their home
- Be accessible to parents as a sounding board, to provide prayer and counsel when needed

#### **Intergenerational Connections**

- Encourage intergenerational gatherings within the church to help the young, and all generations to recognize how God is working in the whole family of God. This may be kids participating in or leading a Sunday morning service, or midweek event.
- Work with the Lead Pastor and other Ministry Leaders to ensure that there are opportunities for all generations to worship, learn and serve together.
- Work with other Staff & Ministry Leaders to bridge the gap between what children and youth are learning in their programs and what adults are learning in theirs.
- To develop a seamless transition between the existing Family Ministries and Youth Ministries as children grow (and parents alongside them) to the age where they move from one ministry to the other.
- Collaborate with Staff & Ministry Leaders in selecting or developing a curriculum that is cohesive from birth to adulthood and that helps parents to complement "church learning" with home learning.

## **Accountability & Evaluation**

- All paid staff at Northstar Church are ultimately accountable to the Lead Pastor.
- The Family Ministries Pastor is directly accountable to the Executive Pastor for a weekly review of ministry outcomes. Areas of celebration and areas of growth or concern will be discussed at these meetings and action outcomes will be expected to be followed through from week to week.
- A semi-annual Review will be carried out in January/February and at the end of the ministry year (June). A report showing actual results versus anticipated results will be prepared and submitted to your supervisor, the Lead Pastor & ultimately the Board of Elders for review.