

# Sample Part-Time Job Description

**Title:** Director of Children and Family Ministries

**Purpose of the Position:** To provide overall leadership in faith formational ministries, including guidance and resourcing for all aspects of engagement in the life of the congregation.

## Functions

Administration  
Leadership Development  
Nurture  
Planning  
Resource Development  
Communication  
Relationship-building

The Director of Children and Family Ministries will provide nurture and guidance for the faith formational and spiritual programming, birth through 8th grade, in accordance with the mission and vision of the congregation, and the goals, objectives and policies established by the Faith Formation Board (or other responsible body).

The Director of Children and Family Ministries will oversee all faith formational opportunities for children and families. They will work with clergy and other staff in the planning and involvement of children in the congregation's program and mission.

The Director of Children and Family Ministries will keep the entire congregation informed of children's and family activities/events and enlist their participation and support as often as possible, fostering faith-forming relationships across the generations.

## Specific Responsibilities

1. Recruit and support volunteers for children's and family programming, and plan and lead volunteer orientation and training sessions.
2. Research, evaluate, and present curriculum materials and resources to the Faith Formation Board (or other responsible board or committee) for approval.
3. Work with the pastor to incorporate children in worship and assist with intergenerational events during the year.
4. Attend all Faith Formation Board (or other appropriate board or committee) meetings, working together in the formation, coordination, promotion, and evaluation of faith formational and spiritual programs and policies.
5. Coordinate with the senior pastor the children's and teens' presence in corporate worship.
6. Submit a yearly budget to the Faith Formation Board (or other responsible board or committee) for approval.
7. Prepare and submit the annual faith formation report.
8. Keep abreast of best practices for children's and family formational ministries, and bring them to the attention of the staff, Boards, volunteers, and parents.
9. Adapt to the changing landscape regarding in-person, virtual, and hybrid faith and spiritual formation opportunities, using best practices for this particular congregation.
10. Engage in the life of the congregation (such as pot luck suppers, fund raisers, etc.) for further connection with children, youth, and families and the promotion of their growth in faith.

11. Focus on active retention of children, youth, and families by maintaining ongoing relationships and use the current communication tools of the congregation.
12. Participate in an annual review process with the Staff Relations Committee and the senior pastor.

### **Qualifications**

- Commitment to the Christian faith
- Enthusiastic and optimistic about faith formation ministries
- Able to work effectively with people and have concern for their nurture as persons and as disciples of Jesus Christ
- An effective communicator, is organized, self-directed, collaborative, and innovative
- Possesses adaptive leadership skills; is able to identify and act on signs of change
- Experience in the church in either volunteer or professional positions
- Familiarity and proficiency with current digital, communication, and social media tools
- College degree or above
- Willingness to enroll in and attend the classes in the Southern New England Conference Faith Formation Leadership Certificate Program (<https://www.sneucc.org/certification>)

**Time requirements:** 20 hours per week or other hours per week, 48 weeks per year.

**Supervised by and directly responsible to:** Faith Formation Board