**POSITION TITLE**:

**Director of Family Ministries**

Faith United Methodist Church of Orland Park

15101 S. 80th Avenue

Orland Park, IL 60462

Attn: Sandy Ward

# KEY VALUES

* **Engage in discipleship activities to grow the faith of children and youth at FUMC.**
* **Creating a safe environment for children & youth** to experience the love of God and build relationships with others. Additionally, ensure all Safe Sanctuary guidelines are followed for volunteers for every children's ministry activity
* **Support parents** in the spiritual formation of children & youth and help them connect with larger congregation

# ● Build connections with the local community for mission and outreach

**SPIRITUAL REQUIREMENTS**:

* Professes Jesus Christ as Lord and Savior
* Commitment to personal spiritual growth
* United Methodist background preferred

# QUALIFICATIONS

* Strong people skills, organizational skills, and leadership skills. The ideal candidate would consider him or herself a “people person” who can take initiative, and be comfortable engaging children and building relationships.
* Experience in mentoring and supporting volunteers and lay people serving in family ministry’s programming. Especially related to event planning.
* Related experience in church or education setting preferred.

# RESPONSIBILITIES

* **Sunday Mornings:** teach Sunday school during 9a and 11a service, coordinate at least one volunteer for each service, select appropriate curriculum to meet the needs of students from k5, communicate regularly with parents and volunteers related to Sunday school programing. Give Children’s message during 9a and 11a service. This is a brief message that is to serve as a “commercial for Sunday school” to excite children and preview Sunday School content.
* **Plan + execute bi monthly middle school event:** schedule, plan and staff event targeting 6-8th grade students. This event should include both discipleship activities and socializing. When confirmation class is formed, work in collaboration with clergy to lead confirmation classes.
* **Plan + execute monthly family night:** currently “Family Open Gym”. Responsible for gym set up (craft, large games and tables), coordinating dinner and publicizing event.
* **Monthly faith kids newsletter:** write email newsletter sharing programming updates and reflections, email monthly to families and share highlights in “Faith Matters” newsletter, make print copies available when requested.
* **Lead Outreach efforts to grow family ministries at FUMC**: monitor Facebook and other social media, creating regular posts to encourage engagement. Send postcards monthly to

participating children. Ensure events are well publicized through building signs, social media and other local media. Engage visitors and family’s who have disconnected with the church.

* **Plan and execute special events**. This role will continue to grow FUMC’s existing events, and can create new events to meet the needs of the congregation. This includes coordinating volunteers and working with church staff to execute the following events.

○ Santa Jamboree

○ Trunk or treat

○ VBS

* **Make daily ministry and administrative decisions** regarding family ministry, including: communication materials for events, email communication, budget oversight, weekly staff meetings to communicate and coordinate children & youth ministry with larger church, and engage in additional duties as needed or directed by lead pastor.

* **Collaborate with Family Ministry Council.** Meet monthly with this council of lay people. This council will provide oversight and accountability to this position and will define the priorities for family ministries at FUMC.

# HOURS + COMPENSATION

* 20 hours per week, including Sundays and one evening per week. Responsible for programming during holidays (i.e. Easter Sunday and Christmas Eve). Must attend weekly, Wednesday staff meeting.
* $26,000 / year + $1,000 continuing education
* 2 weeks for vacation with pay each calendar year, additional week added after 5th year.
* Starting date – August 1, 2024

Applications due by June 30, 2024