

**Hudson United Methodist Church
Job Description**

Job Title: Director of Family Ministries
Position: Full Time
Avg. Hours Per Week: 40 hours per week

Supervisor: Senior Pastor
Orig. Issue: Jan., 2017
Last Rev.: April 13, 2020

MINISTRY:

Lead, develop, support, engage, inspire, motivate, and coordinate Christian ministries with children, youth, adults, and families in spiritual growth, relationship formation, and community outreach.

AREAS OF RESPONSIBILITY:

Children & Youth Programs/Christian Education, Family Programs, and Intergenerational Programs

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Christian Education or related field
2. Ministry service that includes working closely with children, youth, adults and families
3. Proven leadership and management skills
4. Strong presentation and teaching skills
5. Strong relational and team building skills
6. Strong written communication skills

EXPECTATIONS:

1. Demonstrates a personal faith in Jesus Christ.
2. Communicate effectively with staff, church members, and the community.
3. Be self-motivated and highly-effective in managing, initiating, and coordinating a variety of activities and programs.
4. Displays competence in the use of technology, including being resourceful with computer software, the web, social media and other sources of information and ideas to support and enhance Christian ministries at HUMC.
5. Exhibit good judgment and discretion when sharing information and show trustworthiness in protecting and appropriately managing confidential information.
6. Model consistently a spirit of service and hospitality in supporting and assisting the Senior Pastor, fellow staff members, committee chairs, members of the congregation and the larger community in fulfilling established church goals.
7. Understand the theology and practices of The United Methodist Church while developing and implementing activities that are consistent with the mission, values, and culture of HUMC.
8. Maintain high ethical standards and professionalism at all times, lead by example, be a strong role model for children/youth, and be a resource for parents.
9. Maintain attire and communication appropriate to the situation and in representing the Director of Family Ministries role at HUMC

REPORTS TO:

The Director of Family Ministries reports to the Senior Pastor in conjunction with the Finance Committee Chairperson and is ultimately accountable to the Staff Parish Relations Committee (SPRC). Job performance evaluations are handled by the Senior Pastor and SPRC consistent with the Hudson United Methodist Church Personnel Policy Manual. The Director of Family Ministries should regularly seek input and feedback from the Senior Pastor, other staff, church leadership, and laity to ensure alignment of job performance with church goals.

RESPONSIBILITIES:

The Director of Family Ministries will provide financial services consistent with the mission of The United Methodist Church: *"To make disciples of Jesus Christ for the transformation of the world,"* and the mission of Hudson United Methodist Church to: *"Go into the world and share the light of Jesus Christ with Worship, Study, Service, and Spiritual Growth."* The Director of Family Ministries will specifically provide the following:

