

Title: Director of Family Ministry

Team: Family Ministry

Reports to: Executive Pastor

Park Church exists to make disciples of Jesus for the glory of God and the joy of all people.

General Description and Responsibilities

The Director of Family Ministry is a full-time staff leadership position that supports the mission and values of Park Church by taking responsibility of helping Park Church and her parents disciple the next generation. The primary areas of responsibility include 1) equipping parents for the discipleship of their children and 2) overseeing the Park Kids and Park Teens ministries.

Primary Responsibilities

- 1) *Lead.* Oversee both Park's family ministry broadly *and* the Family Ministry (FM) team specifically. Shepherd and develop the FM team. Work with the FM team to think strategically about: equipping parents in the discipleship of their children; equipping the church in her role to raise up the next generation; developing faithful structures and liturgies to assist parents in the spiritual, emotional, and physical development of children; the vision, strategy, and operations of Park Kids and Park Teens on Sundays.
- 2) *Volunteers.* Oversee the FM team in recruiting, training, developing, and shepherding our volunteers. Establish robust lay leadership structures so that all volunteers are empowered to contribute according to their gifts and so all volunteers are cared for and shepherded. Continually develop the current volunteer structures and systems to meet the changing needs of Park's family ministry.
- 3) *Curriculum and Content.* Work with the FM team to assess and develop curriculum in order for it to be leveraged most effectively for our children and students. Incorporate supplemental content for more substantive instruction. Provide resources for elementary children in the corporate worship service. Cultivate integration between the resources of Park's family ministry on Sundays and parent discipleship at home. Create the yearly Scope and Sequence for our curriculum. Work with the FM team to ensure that lessons are sent out to volunteers and that we have required materials in our classrooms. Facilitate resourcing and special events for Advent, Lent, and summer.
- 4) *Parent Equipping.* Curate and provide a variety of resources for parents. Lead and coordinate parenting classes and seminars related. Engage with parents and families through meals, prayer, and other touch points. Work with Park's Community and Formation team to integrate parent equipping and youth discipleship in Park's broader discipleship pathways.
- 5) *Administration.* Execute administrative tasks around parent equipping, Sunday ministries, CCB, volunteers, special events, facilities, and safety protocols.

Required Competencies

- Competency in Biblical and Theological Studies
- Ability to provide care and organized leadership to staff, volunteers, and parents
- The ability to teach and communicate clearly in both oral and written forms
- The ability to manage personal and work schedule effectively and efficiently

Standard Meetings

- All Sunday Services
- Staff Meeting (Weekly)
- Meet w/Family Ministry staff individually (Weekly)
- Family Ministry Meetings (Weekly)
- Check-Ins with Executive Pastor (Monthly)

Expectations and Compensation

- 40-50 hours per week
- Salary and Benefits
- 15 days paid time off