

Christ Indianapolis United Methodist Church  
**Director of Family Ministries**

**Missional Overview:**

A part-time exempt ministry position for a person gifted and equipped to direct/lead educational ministries for all ages.

**Accountable to:**

- Senior Pastor – for day-to-day supervision and direction.
- Staff Parish Relations Committee – for annual evaluation in collaboration with the Senior Pastor
- Education Committee – for policy formulation, program review, and budgeting

**Qualifications:**

- Bachelor's degree required. Master of Arts in Ministry or Master of Theological Studies preferred. An emphasis in Christian Education preferred.
- Experience in a leadership role in Children's and/or Family Ministries preferred.
- A passion for reaching new people and establishing relationships that lead to spiritual growth and development.
- Knowledgeable and supportive of the United Methodist Church and its theological tradition and polity.
- Evidence Christian maturity and competence in resourcing and equipping the educational ministries of the church for discipleship and mission.
- Espouse an inclusive theology, welcoming all family types.
- Possess and exhibit strong organizational management and leadership skills.
- Possess and exhibit effective communication skills.
- Work well with and in teams.
- Demonstrate familiarity with and comfort in the use of social media platforms to enhance ministry.

**Responsibilities:**

1. Work with the church staff and lay leaders to develop a disciple-making system that invites, welcomes, develops disciples' spiritual growth, and equips and empowers them for ministry.
2. Administer and resource weekly Sunday School classes for children, youth, and adults, recruiting teachers and providing training and scheduling as necessary.
3. Work with CIUMC Youth Director(s) to create programs that build discipleship and encourage fellowship.
4. Recruit, train, and resource/equip Vacation Bible School director(s) and assist in teacher/helper recruitment for VBS.
5. Recruit, train, and resource/equip volunteers for worship release activities.

6. Develop and administer core seasonal programs and outreach events. These should be designed to build fellowship, raise awareness of key observances in the Christian Year, and reach out to and/or serve the church's local and global missions.
7. Conduct/implement Safe Sanctuaries training for all teachers, leaders, care providers, and volunteers.
8. Communicate information about/market family ministry activities via the weekly bulletin, monthly newsletter, church website, etc. as appropriate.
9. In collaboration with the church staff and leadership, assess and reassess on a regular basis the strengths and weaknesses of the current Christian education ministry efforts.
10. Perform administrative duties: attending meetings, maintaining rosters and statistics, managing equipment, creating and administering necessary budgets, and assisting the Senior Pastor with annual statistics reporting to the UMC Conference in the areas of faith building and Christian discipleship.
11. Attend appropriate continuing education workshops and/or conventions necessary to maintain knowledge of current trends in Christian education.