

Job Description: Family Ministry Coordinator – 2024

Central United Methodist Church – Sault Sainte Marie, Michigan

Website: www.cumcsoo.org

church office telephone: (906) 632-8762

Job Summary: The focus of this position is on families with children ages zero to 8th grade. Primary responsibilities include strengthening current programs, developing new ministries for young Christians, and reaching out to parents and children inviting them to church activities, engaging and developing Christian relationships through personal contacts and social media. As well as, connecting new families and current congregation members to the family ministry area. Responsible for developing and providing curriculum for Sunday morning young Christian education/worship time. The coordinator will be expected to develop, promote, and grow Christian Education. She/he will work with the Education team and with volunteers. This is a part-time staff position.

Status: Part-Time (10-15 hours a week)

Salary: \$20.00 per hour

Primary Responsibilities:

- Strengthen and grow family and children ministries program through outreach efforts; personal contacts with families; & promote activities on social media.
- Build relationships with families who attend church and in the community.
- Lead Children's Worship on Sunday morning, and plan worship activities for children each week.
- Participate with the leadership team in Family Night
- Collaborate with Pastor and Education Team to develop new ministries and/or activities for children.
- Work with the Education team to create a strong leadership team, including recruitment, training, and support for volunteers (nursery; family night; Sunday School; new ministries)
- Direct and coordinate Vacation Bible School annually (held in summer)
- Submit a monthly article to the FLAME newsletter coordinators.
- Participate in worship when requested.
- Special duties as may be assigned.

Family Ministry Coordinate will:

- Keep track of her/his hours and turn in a time sheet every two weeks for the Pastor's signature.
- Give at least two weeks' notice for time off or vacation time.
- Use allotted budget funds available and keep financial records. Turn in receipts, when necessary, in a timely matter

Church will:

- Support the Family Ministry Coordinator through volunteers, paid staff, and other means necessary to grow this ministry.