



# WEBSTER HILLS

## UNITED METHODIST CHURCH

### **Family Ministry Coordinator**

Part-Time/Non-Exempt

Revised: April 1, 2021

#### **PRINCIPAL ROLE:**

The Family Ministry Coordinator assists the NextGen Family Ministry Director by preparing curriculum, completing administrative duties and planning events and assisting in the nursery.

#### **RESPONSIBILITIES:**

- Volunteer/Staff scheduling, including creating a monthly schedule for Nursery Staff.
  - Help manage Sunday morning operations, including leading worship in the Pre-K classroom.
  - Assist in managing and reordering Sunday school supplies and curriculum.
  - Provide coverage in the Nursery on Sunday mornings
  - Assist in selecting curriculum for Pre-k, Elementary, and Youth for Sunday school..
  - Assist in the planning and organization of events throughout the year.
  - Assist in leading Confirmation Classes.
  - Attend monthly Leadership meetings with the Lead Pastor and other staff members.
  - Help with general administration tasks, as assigned by the NextGen Family Ministry Director and/or the Lead Pastor.
  - Update and Maintain Family Ministry social media and related information on the Church's website.
  - Other tasks not specifically listed may be required to successfully run the ministry.
- By nature, Christian Discipleship requires creativity, flexibility, a diverse skill set, development of leaders, and cooperation with the at-large body of Christ. There is a high degree of social interaction required.

## **SUPERVISION:**

The Family Ministry Coordinator reports to the NextGen Family Ministry Director.

## **HOURS AND EXPECTATIONS:**

- Commitment to WHUMC's mission and vision and pillars for ministry
  - Mission: To follow Jesus and change the world
  - Vision: To be a Christian community that is spiritually centered and fully engaged so that people are loved and lives are changed
  - Pillars: Connecting, Growing, Serving
- 15 hours per week with presence required on Sundays You are expected to work all Sundays even if it falls on a holiday. In accordance with applicable WHUMC policies, you may take off unpaid 4 Sundays per year, with prior notice given to NextGen Family Ministry Director.
- Must complete Safe Gatherings certification and training, including the completion of a successful background check.
- All WHUMC staff are expected to be committed to growth in their own personal discipleship and a commitment to growing into the "Marks of a WHUMC Staff Member" as described in the Employee Manual.
- Participation in all church special events, including but not limited to, Easter services, Holy Week services, Christmas Eve services, and Vacation Bible School
- Review and follow Webster Hills UMC Employee Handbook.

## **QUALIFICATIONS:**

- A High School degree (or equivalent).
- At least 1-year experience working in children, youth and/or family ministry is preferred.
- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with a variety of personalities.
  - Satisfactory completion of background check
  - Provide evidence of a negative (within the last year) Tuberculin test and evidence of receipt of an annual flu shot. Both will be paid by Webster Hills UMC if not covered by personal insurance.
- Satisfactory completion of CPR training for infants and children
- This position requires the employee to have the following qualities:

- Mission/vision minded
- Work autonomously
- Dexterity with social media and technology
- Good interpersonal/communication skills
- Lifetime Learner and teachable
- Grow spiritually and in leadership

#### **PHYSICAL AND/OR ENVIRONMENTAL DEMANDS:**

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively in an environment with frequent interruptions and distractions.
- Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
- Ability to speak, hear, smell, and exercise visual acuity