

Director of Family Ministry (including Pastoral Care)

The Director of Family Ministry (DFM) will provide leadership for the ministries of Christian Education and Pastoral Care. The DFM will work closely with the Director of Youth and coordinate with other program staff and volunteers who are working in ministries associated with Family Ministry. These ministries include Nursery, Sunday School, Confirmation, Youth, and adult education as it pertains to parents of children/youth in aforementioned ministries. In addition, the DFM will manage Pastoral Care and will be in the preaching rotation, which is set by the Senior Pastor.

PRIMARY JOB FUNCTIONS OF DIRECTOR OF FAMILY MINISTRY (including Pastoral Care)

Although the majority of the tasks involved in the execution of Family Ministry will be performed by volunteers, it is the responsibility of the DFM, in partnership with other Advent staff, to see to it that the following essential tasks are being done and done well. These tasks include:

Budget: Develop and manage budgets, in coordination with ministry leaders.

Supplies/Materials: Ensure supplies and materials are available for programs and to support lay volunteers.

Curriculum/Programs: Develop and oversee annual program curriculums, which include milestone plans, for Christian Education and Pastoral Care.

Training/Mentoring: Ensure each volunteer/staff person involved in these ministries is trained, mentored, following Advent policies and procedures, and recognized and celebrated for their work

Communication: Facilitate communication about programs to parents, congregation, staff, and the community. Develop material for publication on Advent's website, Facebook page, The Advocate, the Weekly Messenger, and Temple Talks (as appropriate).

Program Management:

- Set achievable and measurable goals and coordinate program schedules with church-wide events.
- Evaluate regular programs to recognize areas of strength and improve areas that are not functioning well.

Relationship Building:

- Regularly attend worship to know each attending child/family and identify new children/families.
- Be involved with planning teams and attend church events to promote Family Ministry/Pastoral Care.
- Identify, promote and attend activities outside of Advent (sporting events, recitals, etc.) to expand Advent's participation in the community.

Worship Service Leadership/Preaching: Preach and lead worship as scheduled by the Senior Pastor.

Although roles and responsibilities will vary from week to week, it is the intention for DFM to spend 70% of time in Family Ministry and 30% in other responsibilities.