



JOB DESCRIPTION

DATE: May 4, 2020
JOB TITLE: **Family Ministry Coordinator**
LOCATION: Osage Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Full-time, Exempt

SUMMARY

The Family Ministry Coordinator will cast the vision for and communicate the PLC Family Ministry philosophy of ministry at the Osage Campus and implement the structure and strategy in support of the vision and philosophy. A leader of leaders who coordinates and leads a team of volunteers who deliver engaging ministry from infant through high school. The Family Ministry Coordinator will be committed to and support the philosophy and mission of Prairie Lakes Church and its Directional Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Lead, oversee, and communicate vision for Family Ministry leaders and volunteers, moving toward PLC Family Ministry/Orange model.
- Oversee the recruitment, training, scheduling, and development of all volunteers in the Family Ministry programs.
- Facilitate all major ministries within the Middle School and High School Student ministry, especially mid-week meetings, camps, retreats, and trips.
- Be the face of Prairie Lakes Church Student Ministry in Osage, regularly attending school events and activities.
- Coordinate with the Student Ministry team members at other campuses to develop a strategy for discipling young people and equip them to share their faith with others.
- Contact and begin relationships with prospects, visitors, and new members of the student body in order to point them to Christ and assimilate them into the church family.
- Maintain contact with teens and parents, keeping them informed of topics/themes being studied, special events, etc. through printed notices, email, internet, Facebook, text messages, calls, blog, etc.
- Provide tools for parents to equip them in their role as primary spiritual caregivers of their children.
- Cultivate healthy parent and student/child relationships.
- Partner with the Family Ministry team members at other campuses in deciding teaching materials and curriculum to be used in Student Ministries.
- Foster strong working relationship with Family Ministry campus staff and coordinate with them on systems, use of curriculum, and leading volunteer teams.
- Oversee and coordinate the activities in PLC's Wee Kids and Kidventure ministries to ensure the physical and spiritual well being of the children.
- Administer curriculum, policies, procedures, and vision for the Wee Kids and Kidventure ministries.
- Create and oversee organizational systems to ensure the Family Ministry areas remain clean, organized, and safe.
- Responsible for set-up, check-in and registration materials in Wee Kids and Kidventure departments for weekend services.

- Coordinate supply lists to maintain an adequate inventory of supplies (i.e. snacks drinks, diapers, wipes, glue sticks, etc) and ensure that nursery and preschool rooms are well stocked at all times.
- Routinely inspect nursery and preschool equipment and toys. Discard old toys and replace new items as necessary.
- Lead special events in Children's Ministry such as Child Dedication, etc.

SUPERVISORY RESPONSIBILITIES

This position supervises volunteers involved in the Children and Student Ministry at the Osage Campus.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from four-year college or university; or one to two years' related experience and/or training.
- Equivalent combination of education and experience accepted.
- One or more years of related education and/or experience preferred.
- Experience coordinating and recruiting volunteers desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- The successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its Directional Team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. His/her daily walk with God will be an example to the students with which he/she interacts.
- The ideal candidate should be creative, have a passion and heartfelt concern for children and teens, be high energy, hard working, and possess the ability to motivate others.
- Proficient (or fast learner) in use of current and future communication tools, i.e. cell phones, internet, Facebook, texting, etc.
- Must understand the maturity levels and characteristics of teens and the challenges they face today.
- The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____