

Position: Family Ministry Associate
Reports to: Family Pastor
Status: Part time, 25 hours (average)/week

Role #1 Sunday Morning Prep (5 hours):

- Oversee weekly preparation for Sunday morning programming
 - Build a team of mid-week volunteers that prep curriculum, room prep, snack prep, etc.
- Send out weekly communication with volunteers that are scheduled to serve. Leading them through the 'win' of the morning.

Role #2 Volunteer Development (5 hours):

- In coordination with family pastor, schedule volunteers for weekly services and events
- Meet with 1-2 volunteers a week to invest in them and pass vision of serving in children's ministry.
- Help plan and execute annual family ministry training (summer) and mid-week Stages Team Huddles (beginning of the calendar year).

Role #3 Sunday mornings (5 hours):

- Attend one service
- Lead pre-service huddle with volunteers
- Check-in with volunteers before each service to ensure they do not have questions
- During one service, be present at check-in to greet new families and help them navigate the process of dropping their kids off, and perform Lenny Duties during one service.
- After service, check-in with volunteers about any issues that arose and thank them for serving.

Role #4 Family Ministry Team (5 hours):

- Weekly Family Ministry Team huddle for vision, direction, leadership development, and prayer
- Help plan and execute family ministry events
- Manage the childcare team
- Attend Staff Meetings
- Disciple 1 person per week
- Perform administrative tasks relevant to job, and as assigned
- Manage rKids budget line items and process receipts/disbursements

Role #5 Curriculum Development (5 hours)

- Participate in the prayer, planning and writing of curriculum for Family Ministry.
- Lead a break-off team for a specific stage of development to write curriculum.