

<b>JOB TITLE:</b>	FAMILY ADMIN
<b>MINISTRY AREA:</b>	Family
<b>EMPLOYEE NAME:</b>	
<b>REVISED DATE:</b>	1/1/2023
<b>CLASSIFICATION:</b>	Part-Time Non-Exempt
<b>ACCOUNTABLE TO:</b>	Family Director

## OUR MISSION

The mission of Pine Hills Church (PHC) can be expressed in three words: **BRING** (1 Tim 2:4), **BUILD** (Luke 10:27), and **SEND** (Matthew 28:19). We aim to bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. Our values are **Bible-driven, Jesus-centered, and Spirit-led**. Our mission and values are the lenses through which we view and evaluate our ministries.

## VISION & PURPOSE OF ROLE

This position exists to support the Family Ministry Team at Pine Hills Church. This role will be achieved primarily through dedication and devotion to ensuring that the ministry details are organized, planned, and communicated to the right people, in the right order, and with the right timing.

## EXPECTATIONS

- A consistent and intimate relationship with God the Father, Jesus the Son, and the Holy Spirit.
- Align with PHC's Bylaws, Statement of Faith, and Employee Handbook.
- Align with PHC's values, mission, and vision.
- Become a member of Pine Hills Church.
- Implement and execute PHC's mission and vision within your area of ministry and work collaboratively with other PHC Staff and ministries to achieve that.
- Maintain/cultivate healthy relationships with your family and people within your community.
- Actively participate in meetings.
- Be consistently visible and active at ministry gatherings and on Sunday mornings.
- Personally live out the mission of bring, build, send.
- Continue to learn, grow, and adapt to the various ministry needs and expectations.

## QUALIFICATIONS

- Positive qualities: self-driven, humble, teachable, team player, relational, effective at getting tasks done.
- High level of organization.
- Healthy work-life balance.
- Attention to details and results through tracking and accountability.
- Passion for serving others and investing in the next generation.
- Comfortable engaging with both parents and kids on a regular basis.



**RESPONSIBILITIES**

- Maintain and schedule calendar meetings, appointments, events, etc. for the Family Ministry Team.
- Ensure administrative tasks are being completed in a timely and professional manner.
- Track and record receipts for the Family Ministry budget.
- Respond to and follow up with various emails, phone calls, texts, forms, etc.
- Initiate and implement the Family Ministry Team’s communication with students, parents, volunteers, and staff.
- Complete tasks for various internal procedures and tracking measures.
- Complete miscellaneous errands and projects, as assigned by the Family Director.
- Add and update appropriate event information in CCB (database).
- Create and update user profiles in CCB (database).
- Coordinate and schedule volunteers for various ministry events, as directed by the Family Director.
- Track attendance for the various Family ministries.
- Track supply usage, when appropriate, and order new inventory, as needed.
- Create and maintain signups, registrations, payments, etc.
- Purchase needed materials and supplies, when needed.
- Support and help coordinate/organize all events.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have reviewed this job description, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of PHC without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Executive staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Name (please print)