

JOB TITLE:	FAMILY DIRECTOR
MINISTRY AREA:	Family Ministry
EMPLOYEE NAME:	OPEN
REVISED DATE:	3/05/2023
CLASSIFICATION:	Full-Time Exempt
REPORTS TO:	TBD

OUR MISSION AND VALUES

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 AND PURPOSE OF ROLE

The Family Ministry Director role exists to fulfill our mission of bring, build, and send within the Family Ministry (birth to grade 12). Specifically, the Family Director is responsible for leading and driving efforts to partner with PHC families as they raise their children to develop and own an authentic relationship with Jesus.

As the Family Director, you will oversee the teaching of God's Word for various age groups; train, recruit, and develop leaders to engage youth and children in worship experiences; equip parents to lead and nurture their child's faith; and, ultimately, lead an effective Family Ministry.

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.
- Create/manage a ministry budget tied to strategic outcomes.
- Maintain/cultivate healthy relationships with your family and people within your community.
- Actively participate in and lead meetings.
- Be consistently visible and active at ministry gatherings and on Sunday mornings.
- Personally live out the mission of bring, build, send.
- Give and receive feedback regarding the leadership and effectiveness of you and your team.
- Provide vision, coaching, clarity, and leadership to your team.
- Serve and support as needed in other ministry areas and activities.
- Continue learning, growing, and adapting to ministry needs and expectations.

QUALIFICATIONS

- Experience leading a successful family ministry with tangible results.
- Positive qualities: self-driven, humble, teachable, team player, relational, effective communicator.
- High level of organization and leadership.



- Healthy work-life balance.
- Able to lead and shepherd others effectively. Strong emphasis on the ability to shepherd children, youth, and families.
- Attention to results through tracking and accountability.
- Passion for serving others and investing in the next generation.
- Deep understanding of and commitment to biblical teachings and principles.
- Comfortable engaging with parents, children, and youth on a regular basis.
- Willingness to work flexible hours, including evenings and weekends, as needed.

RESPONSIBILITIES

- **Mission:** Communicate PHC’s mission throughout the ministry. Create and implement ministry-specific strategies/plans.
- **Engagement:** Regularly participate in and support family ministry events, groups, and gatherings.
- **Programming:** Develop and implement creative programs and events that engage kids and youth to grow in their faith.
- **Ministry Partners:** Oversee the process that identifies, recruits, trains, and invests in Ministry Partners to adequately disciple PHC kids and youth.
- **Discipleship:** Plan, organize, and execute an impactful ministry, ensuring the Gospel is clearly and effectively communicated. Ensure Family Ministry staff create environments (i.e., gatherings and groups) for kids and youth to explore and build their faith in Jesus to be sent out to share their faith with peers.
- **Relational Ministry:** Shepherd the PHC Family Ministry staff, ministry partners, parents, kids, and youth within the ministry through relational engagement.
- **Resources:** Equip and empower parents with tools and resources to lead their families at home.
- **Collaboration:** Collaborate with the staff and ministries of PHC to create unity in programming and spiritual growth formation in students that align with PHC’s mission and vision.
- **Supervision:** Lead Family Ministry staff by communicating, setting goals, planning, and providing them with the resources needed to do their role with excellence.
- **Culture:** Create a fun and hard-working culture rooted in trust and accountability.
- **Communication:** Ensure that information pertaining to kids, youth, and parents is appropriately communicated to PHC staff, families, and the community.
- **Administration:** Ensure administrative tasks are being completed promptly and professionally. Ensure that the family ministry is tracking annual metrics and that weekly/monthly expectations for the family ministry are being met.
- **Finances:** Create and manage a budget for the family ministry department.
- **Evaluation:** Assess ministry effectiveness and make necessary changes to improve outcomes, ensuring that best practices, procedures, and policies are continually being implemented.
- **Reporting:** Provide regular updates to church leadership and attend relevant meetings and 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)