

JOB DESCRIPTION (01/21/2025)

Title: **Family Minister**

Part-Time (15 hours weekly)

First Christian Church of Perry

Reports to the Senior Minister

Synopsis:

The role of the Family Minister is to facilitate the spiritual growth of children and students between Kindergarten and 12th Grade by coordinating a Biblical education through weekly lessons and activities as well as working with families to help raise their children and grandchildren in Christ.

Key Responsibilities:

1. Oversight of Weekly Events (5 hours/week)—The Family Minister will be charged with keeping the following programs running smoothly and effectively each week. He or she must be PRESENT every week, either teaching or assisting volunteers in the following.
 - a. Sunday School—Each Sunday, between 9am and 9:45am, a dynamic Bible based lesson must be offered for all ages. The Family Minister will need to split time between the K-5th class and the 6th-12th class, teaching each group regularly.
 - b. Children's Church—Each Sunday, between 10am and 11am, a dynamic Bible based lesson must be offered for students between Kindergarten and 5th grade as an alternative to the adult service. The Family Minister will be part of the teaching rotation for this group as well as offering backup and support to volunteers.
 - c. Wednesday Growth Groups—Each Wednesday from 6:30-8pm, a dynamic Bible based lesson, along with associated activities, must be offered for all ages. The Family Minister will primarily teach the 6th-12th grade class, as this is their most important weekly function. However, he or she will also be responsible for the K-5th grade class and will need to spend time in there occasionally.
2. Preparation for Weekly Events (5 hours/week)—Because this is a part-time position, the Family Minister will not need to develop his or her own curriculum. However, several hours must be spent every week preparing for the events listed above. Responsibilities include but are not limited to the following:
 - a. Recruiting, Communicating, and Scheduling Volunteers—Because the Family Minister cannot possibly teach every age group each week, he or she will heavily rely on volunteers as he or she splits time between the groups. The Family Minister will be responsible for not only recruiting and training strong volunteers, but also for scheduling and communicating with volunteers on a weekly basis.
 - b. Disseminating Lesson Plans and Preparing Activities—The Family Minister will email lesson plans at least one week before the volunteer serves and assist those volunteers by pre-printing and preparing various activities for each lesson.

- c. Preparing Classrooms and Cleaning Up Afterward—Classrooms should be kept neat and appear attractive to visiting families while fostering strong classroom dynamics. **It is expected that the Family Minister will spend at least one hour in the building prior to weekly activities in order to ensure everything is prepared.*
3. Leading/ Attending Events Outside of the Church Building (3 hours/week)—The Family Minister will need to connect further with the students and their families by occasionally offering or attending events outside of normal church activities. The following are a few examples of the types of activities that may be expected.
 - a. Attending Student Extra-curriculars—This is an easy way to form relationships with the students and their families and will enhance ministry.
 - b. Special Events Off Campus—Students of all ages may enjoy special trips to the skating rink, a family’s backyard pool, or other community events.
 - c. Occasional Overnight Trips—While these will likely not exceed twice a year for a part-time position, overnight trips can be a great tool for ministry.
4. Communication with Leadership (2 hours/week)—The Family Minister will need to keep leadership and staff abreast of the needs of the student ministry and its ongoing activities. Moreover, he or she can serve as a liaison for families that need the deeper support of the larger church body.
 - a. Staff Meeting—The Family Minister will need to have a weekly conversation with the Senior Minister. This can take place over the phone as a substitute for a full staff meeting. The goal is to enhance communication between staff members.
 - b. Leadership Meeting—The Family Minister will also need to attend, in-person, one monthly meeting with the full board of elders and deacons, which we call the Leadership Meeting. He or she must provide a written report of the previous month’s activities as well as a calendar of upcoming events.
 - c. Family Liaison—The Family Minister plays an important role with families within the church. As such, he or she should be ready to provide resources regarding important spiritual questions, counseling, baptism, and parenting. When the Family Minister feels it is appropriate, he or she should refer the family to the Senior Minister for further guidance.