



January 30, 2025

Family Ministry Coordinator:

A part time position that reports to NextGen Family Ministry Director

Our Mission

Follow Jesus. Change the World.

By Connecting, Growing and Serving.

POSITION OVERVIEW

The Family Ministry Coordinator assists the NextGen Family Ministry Director by preparing curriculum, completing administrative duties and planning events.

DAY-TO-DAY OPERATIONS/LEADERSHIP & PLANNING

- Volunteer/Staff scheduling.
 - Help manage Sunday morning operations.
 - Serve in Pre-k Sunday morning worship.
 - Lead worship in Pre-k.
 - Attend monthly Leadership meetings.
 - Help with general administration tasks.
 - Assist in managing and reordering Sunday supplies and curriculum.
 - Make a monthly schedule for Nursery Staff for Sundays, Wednesday Choir/Dinner Church and other events as needed.
 - Prepare curriculum for Pre-k, Elementary, and Youth for Sundays.
 - Assist in the planning and organization of events throughout the year.
 - Such as but not limited to Trunk or Treat, Fall Family Fest, Breakfast with Santa, Easter event and Family Ministry Sundays
 - Assist in leading Confirmation Classes as needed.
 - Assist in updating and maintaining Family Ministry social media and website.
- Other tasks not specifically listed may be required to successfully run the ministry. By nature, Christian Discipleship requires creativity, flexibility, a diverse skill set, development of leaders, and cooperation with the at-large body of Christ. There is a high degree of social interaction required.

SUPERVISION of the Family Ministry Coordinator

The Family Ministry Coordinator reports to the NextGen Family Ministry Director.

Hours and Expectations

- 15-20 hours per week with presence required on Sundays (**2 Sundays off per Year included in the 2 week PTO offered after 1 year of employment**).
- Safe Gatherings certified and training (background check required).
- Commitment to WHUMC's vision. All WHUMC staff are expected to be committed to growth in their own personal discipleship.
- Participation in all church special events.

Qualifications

A High School degree (or equivalent).

At least 1-year experience working in children, youth and/or family ministry is preferred.

The applicant hired for this position will have the following qualities:

- Mission/vision minded
- Work autonomously
- Dexterity with social media and technology
- Good interpersonal/communication skills
- Lifetime Learner and teachable
- Grow spiritually and in leadership

* Please submit Cover Letter and Resume to the attention of Kyle Kranes-Rutz, NextGen Family Ministries Director at kkranes-rutz@websterhillsumc.org