



## **JOB DESCRIPTION**

**DATE:** January 27, 2024  
**JOB TITLE:** **Family Ministry Director**  
**LOCATION:** Central Services  
**REPORTS TO:** Executive Director of Weekend Services  
**FLSA STATUS:** Full-time, Exempt  
**WEEKENDS:** Yes

### **SUMMARY**

The Family Ministry Director will lead the vision and direction of Prairie Lakes Church's Family Ministry across all campuses, elevating Family Ministry at an organizational level. The Director will provide central leadership by coaching staff, supervising content delivery, and developing a culture that disciples the next generation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties, in addition to these, may be assigned.

- Oversee the Family Ministry department at Prairie Lakes Church.
- Develop and cast vision for Family Ministry, including philosophy, direction, and purpose.
- Lead the ongoing development and training of campus Family Ministry staff; traveling to campuses regularly to best support them; holding regular 1-on-1 meetings with each campus Family Ministry staff.
- Lead regular team meetings of all Family Ministry staff, from all campuses.
- Lead the Family Ministry team in the development and delivery of content/curriculum for Wee Kids (Early childhood), Kidventure (Elementary), Mid (Middle School), and Move (High School) programming.
- Continually improve systems and processes in all areas of Family Ministry.
- Document and uphold best practices to deliver consistent, safe and effective family ministry environments at all PLC Campuses.
- Act as the organizational expert on Family Ministry, child development, and family discipleship.
- Oversee church-wide Family Ministry events and trips.
- Serve on the Central Ministry Directors team. Driving forward church-wide initiatives, thinking and leading at an organizational level.
- Constantly evaluate all ministry programming to enhance the effectiveness of the experience.

### **SUPERVISORY RESPONSIBILITIES**

- The Director will supervise any central Family Ministry interns or volunteers.
- Coach, develop, and encourage Family Ministry campus staff and volunteers as a dotted line support.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree required.
- Degree in Education or Ministry preferred/encouraged.
- Equivalent combination of education and experience acceptable.
- Past experience in educational, ministry, or child development environments.
- Proven track record in a leadership and/or ministry role is required.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES**

- Exhibit an abiding relationship and commitment to Christ evidenced in his/her personal life, family relationships, and ministry so as to be an example and leader to others.
- Be able to understand and support Prairie Lakes Church's unique vision and effectively apply established systems and processes to guide self and others toward the realization of the vision.
- Possess strong relational and listening skills with ability to develop effective personal connections.
- Be effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess an ability to clearly and effectively communicate.
- Be creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Possess understanding of different phases of child development from babies, children, teens, to adulthood.
- Be an effective team leader, taking others perspectives into account in decision making, and understanding individual impacts of systemic decision.
- Must pass a background check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work assignments will include attendance at meetings and events in a building which is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_