

# Children and Family Minister

SAMPLE YOUTH & FAMILY MINISTRY JOB DESCRIPTION

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## Mission

(Your church's mission statement)

**We** help people live a vibrant faith in Jesus Christ that is... authentic, available and affirming

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## Children and Family Minister Vision

Families of all types are invited, welcomed, and equipped to nurture faith in home and congregation. All Christian adults are valued and engaged as faith parents in the lives of children.

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## Desired Outcomes

As a result of this ministry ...

- Families live and celebrate baptism every day
- Children are valued as a vitally important part of the body of Christ, not a future commodity
- Congregation equips all adults to nurture faith in children
- Families know God's grace and love, and live with hope as God's children
- Faith formation becomes the responsibility and delight of families, including parents, grandparents, extended family, godparents, and all those included in the circle called family
- Adults have opportunities to learn from children
- Families' daily lives are braided together with Four Key spiritual practices, learned and practiced in the congregation
- Families mark and honor milestones, recognizing the presence of Christ in the midst of meaningful, memorable moments.
- Families serve others together
- Families honor milestones in the lives of their neighbors, friends, and community members, sharing the love and presence of Christ
- Parents and caregivers are supported by peer groups, congregational staff, and resource people, when needed
- Parents and caregivers are empowered with parenting skills and strengthened through spiritual growth opportunities
- Families are given opportunities to worship, learn, have fellowship, and serve in the midst of cross-generational gatherings

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## Tasks and Innovations

### *Desired Outcomes Review*

Annual review of desired outcomes with the ministry team and staff. The review should include desired outcomes for the entire congregation, as well as this specific area of ministry. Adjust program and planning as needed.

### *Children's Ministry in the Congregation*

- Sunday School – oversee selection of curriculum, recruiting and training teachers, creating cross +generational Sunday school opportunities throughout the year, and produce take home pieces that enable homes to extend the lesson throughout the week.
- Vacation Bible School – consider cross+generational opportunities for VBS. Select curriculum, recruit and train teachers, and include take home pieces to extend the lesson.
- Service day camps – offer individual days, focused on service and scripture, as opportunities for children and the adults who love them (and are able to be available) to serve together, exploring how we live a life of faith in Jesus Christ today. These can be done during the summer and school vacations or days off.
- Christmas program – offer this with and for children and adults.

### *Equipping Home Ministry*

Hands-on opportunities and resources that equip the home as the primary place for faith formation

### *Gather as families*

- Worship – encourage and help equip worship leaders with ways to involve families in leadership and provide child and family friendly worship
- Family faith nights – families learn to pray, bless, affirm, participate in personal story telling, read Bible stories, create home altars; all building faith practices that can be repeated in homes
- Small Group Bible Studies – Build on Four Key faith practices that can be used in personal and family life
- Parent support and education groups

### *Milestones Ministry*

- Work with congregation and staff to develop a series of congregational milestones from birth or adoption through fifth grade, that include naming God's presence in the milestone, cross-generational equipping opportunities, blessing the child in home and congregational worship, and gifting with a milestone memento.
- Work with congregational members to recognize and equip them to celebrate God's presence in the milestones that occur in daily life.
- Teach and equip congregational members to reach out to others, recognizing and honoring milestones in the lives of their neighbors, friends, and community members.

### *Parent and Caregiver Support and Spiritual Growth*

- Opportunities and guidance
- Weekly parent education and support
- Quarterly parent and caregiver education or special events
- Make resources available: print, web sites, and community counseling referrals services for various needs

Supervised by \_\_\_\_\_

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## **Relationships**

Shares in Team Covenant. (Read together at all ministry team meetings)

This ministry team will share the love of Christ, equipping households of faith to nurture faith in children and adults. We will...

- Work from a common youth and family ministry vision
- Intentionally affirm, encourage, pray for, and bless one another and the ministries each represents
- Appreciate and affirm each other's gifts
- Be open to new ways of seeing and doing things
- Arrive on time for meetings, being well prepared to address the issues at hand
- Speak well of each other, to build up the body of Christ
- Commit to ongoing personal and professional growth
- Honor each other's individual pace and working style
- Keep confidentiality and deal with issues and concerns directly with those involved

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## **Qualities and Requirements**

- Theology and values are in harmony with the congregation's mission, vision, and values
- This ministry description is in alignment with personal vocational calling, skills, and ability to learn
- Committed to Jesus Christ
- Professional work ethic and positive attitude
- Effective communicator, demonstrating relational skills and motivational ability with children, parents, staff, and community
- Teach to all learning styles
- Recruit, train, support, evaluate, and affirm others to teach children and families
- Speak and lead from an authentic, growing faith in Jesus Christ
- Program planning and implementation experience and skills
- Knowledge of best parenting practices, with maturity and credibility to teach them
- Personal practice of and the ability to teach the Four Keys
- Knowledgeable about resource people, curriculum, and other materials
- Understand child development, culture, and family systems
- Committed to faith formation for children and adults
- Basic counseling, decision making, and referral skills
- Advocate for children, families, and their needs in the congregation and community
- Commitment to continuing education in the field

- Connect with other Children and Family Ministry leaders for support
- Educational requirements: \_\_\_\_\_

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## Benefits and Wellness

\_\_\_\_ Salary

\_\_\_\_ Weeks of vacation

\_\_\_\_ Benefits include

Two full days off per week, negotiated with supervisor

Quarterly ministry reviews for the first two years

Annual ministry reviews after two years

Continuing education, support and networking (Defined with supervisor during reviews)

Such as...

- 3-week Certification School through The Youth & Family Institute with Wartburg Theological Seminary
- Coaching by The Youth & Family Institute (at least the first year)
- Passing on Faith Conference
- Milestone Ministry Conference
- Parenting Education
- Spiritual Direction