

South Park Church Family Ministry

Position: Family Ministry Coordinator
Status: Full-time (Non-Exempt)
Reports To: Pastor of Family Ministries

Job Description

Position Summary: The Family Ministry Coordinator is responsible for supporting the Family Ministry Team in the capacity of ministerial administrator, project manager and recruiter. He/she will be responsible to centralize systems as well as synergize the family ministry team. This person is often the voice of the team and must demonstrate excellent communication skills.

1. Be a model of South Park Church's mission of helping people walk with God, connect as family, and love people in Jesus' name.
2. Become skilled in the vision casting and implementation of connecting church and home. See here for a summary of Orange Principles - <http://whatisorange.org/orange-strategy/>
3. Serve as a ministerial administrator to members of the family ministry team (Family pastor as well as children and youth directors).
4. Synergize the family ministry team around shared vision and core values.
5. Centralize family ministry policies, procedures and calendar.
6. Serve as a project manager for all seasonal ministry projects, conception to completion. This includes, collaborating with staff and the successful initiation, planning, designing, delegation, marketing, execution, monitoring, controlling and closure of a project.
7. Build and manage the family ministry team's social media profiles and presence including Facebook, Instagram, Mailchimp, Twitter, and any other social platforms that may be relevant. Develop strategies and analyze as well as improve their effectiveness.
8. Serve as a liaison between family ministry team and other program directors.
9. Maintain an efficient database of family information, weekly attendance, birthdays, allergies and child custody records. Create/update slides, bulletin board, printing, voucher, and track finances.
10. Maintain master and segmented database(s) for children, youth and family ministries including basic info, finances, attendance tracking, etc.
11. Coordinate online registrations and appropriate paperwork for Family ministries and related events.
12. Actively recruit, screen and onboard volunteers to serve on all Family Ministry teams.

13. Communicate, follow and hold volunteers accountable to all operational policies and procedures, including safety related to South Park Church.
14. Personally minister to children/students at SPC as well as encouraging staff and volunteers in ministering well.
15. Responsible for obtaining, maintaining and allocating resources for program effectiveness and efficiency.
16. Develop relationships and connect with families, and their children during and after ministry
17. Attend required staff meetings, retreats and conferences.

Experience and Skills Required:

- A saving knowledge of Jesus Christ as Savior and Lord.
- Agreement with South Park Church's statement of faith, mission, vision, and values.
- Strong love for God's people and commitment to God's word personally and professionally.
- South Park Church member attending services on a regular basis.
- Leader.
- Creative thinker, with an ability to use data to inform all decisions.
- Strong written and oral communication and interpersonal skills.
- Strong Team Attitude.
- Works well independently and in a team environment.
- Passion and ability to promote ministry with children,/youth and their families.
- Thrives in highly relational environment and works well on a team.
- Decisive, responsive and adaptable to change in an often-fast paced environment.
- Enjoys challenges and highly adaptive to new ideas.
- Ability to plan short and long term, while organizing workload.
- Strong administrative and organizational skills
- Marketing experience and mindset
- Time management skills and ability to prioritize and delegate.
- Proactive and willing to seek out solutions.
- Knowledge of Microsoft Word, Excel, MailChimp, Database Management, Adode Creative suite (Desirable)
- Be teachable and willing to be held accountable.
- I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Qualified candidates should e-mail a cover letter and resume to Kal Otis at kotis@southparkchurch.org