

**Walnut Creek United Methodist Church
Position Description**



Job Title: Director of Outreach and Family Ministries
Reports To: Senior Pastor
Position Status: Full-Time (30 hours)
Pay Rate: Salaried
Position Summary: To facilitate congregational engagement & involvement in the greater community with persons of all ages. Support ministry to families with youth and children within and beyond the church family.
Contact: Pastor Stacy Downing (574)267-4032 (church) (260)4156994 (cell)
pastorstacy@walnutcreekchurch.com

Job Responsibilities and Duties:

1. Pursue relationships with children, youth, young adults, and families in our community for invitation and discipleship.
2. Oversee the strategic plan for outreach and family ministries for discipleship, maintenance, and growth.
3. Support the fulfillment of Walnut Creek vision with Children, Youth, Young Adults and Families.
4. Coordinate and oversee the operation of Celebration Station and Nursery Care during all worship offerings.
5. Coordinate regular outreach events for families, youth, and children,
6. Coordinate Youth Ministries including, but not limited to discipleship, fellowship, mission trips, Senior Recognition, and other events deemed necessary for the fulfillment of the ministry.
7. Coordinate ministry to preschool and elementary aged children including, but not limited to discipleship, fellowship, missions, and other events deemed necessary for the fulfillment of the ministry.
8. Coordination of bus drivers for children/youth on Sunday mornings and for other activities as needed.
9. Work with Lead Pastor for the discipleship, fellowship and missional development of adults in the life of the church and community.
10. Attend meetings as appropriate for the direction of Outreach and Family Ministries.
11. Liaison to Greater Warsaw Cooperative Preschool.
12. Participate and oversee the Child Protection Guidelines adopted by WCUMC, including screening and training of all volunteers.
13. Schedule, Promote, and Communicate all outreach and family ministries.
14. Coordinate fundraising to meet needs of Outreach and Family Ministries.
15. Prepare and oversee Outreach and Family Ministries Budget and maintain youth checking account.
16. Endeavor to reach, nurture, and disciple others in the course of ministry.
17. Other duties deemed necessary for our mission/vision by the Pastor, SPRC or Ministry Council.

Job Skills and Requirements:

1. Experience in Christian ministry and discipleship preferred.
2. Demonstrates commitment to Jesus Christ and knowledge of the Bible.
3. Demonstrates proficiency in computer applications, internet use & social media.
4. Attention to detail and follow-through on assignments.
5. Ability to lead programming and communicate effectively with multiple groups of people.
6. A commitment to good interpersonal relationships, teamwork and support of ministries of the Church.
7. A commitment to confidentiality regarding all records, both of the church, staff, and the members.
8. A complete background check, including training in the Child Protection Guidelines.

Evaluation and Compensation: The Director of Outreach Family Ministries reports to the Senior Pastor with a liaison from the Staff Parish Relations Committee. Evaluation and compensation are administered according to the Lay Employee Handbook.