



### Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America  
*UP with God. IN through Community. OUT for the World.*

<b>Position Title</b>  <b>Classification</b>	Family Ministry Community Director  Full Time, Exempt  Able to work flexible hours; including weekends, evenings, and holidays
<b>Team</b>	Family Ministry
<b>POP Values</b>	<p><b>Faith:</b> We value growing in our relationship with God</p> <p><b>Christ Centered Community:</b> We value relationships in which we grow together to celebrate one another’s joys and bear one another’s burdens</p> <p><b>Service:</b> We value providing for the needs of others in Jesus’ name</p>
<b>Core Purpose</b>	The Family Ministry Community Director will work collaboratively with the Prince of Peace Family Ministry team to create house groups for student ministry, develop periodic community events for families, and develop connections between new families and Family Ministry.
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• <b>Student Ministry House Groups</b> <ul style="list-style-type: none"> <li>○ Call together volunteer leadership teams to create monthly house group programming.</li> <li>○ Train volunteer leadership teams in how to lead and implement programming.</li> <li>○ Coordinate Student Ministry team to organize supplies, host homes, leaders, and content.</li> </ul> </li> <li>• <b>Children and Young Family Events</b> <ul style="list-style-type: none"> <li>○ Call together volunteer leadership teams to create community events for children and young families.</li> <li>○ Train leadership teams in how to lead and implement programming.</li> <li>○ Coordinate Children’s Ministry team to organize supplies and logistics for events.</li> </ul> </li> <li>• <b>Coordinate With Other Prince of Peace Ministry Areas</b> <ul style="list-style-type: none"> <li>○ Work with Family Ministry team to align programming to the busy schedules of families keeping an eye towards worship and seasonal ministry.</li> <li>○ Work with Community Life Director to coordinate community life activities across the church.</li> <li>○ Work with Pastoral Staff to connect baptismal families with Family Ministry.</li> </ul> </li> <li>• <b>Family Ministry Team and Administration</b> <ul style="list-style-type: none"> <li>○ Attend and contribute to regularly scheduled Student Ministry, Children’s Ministry, and Family Ministry team meetings, and other meetings as</li> </ul> </li> </ul>

	<p>needed.</p> <ul style="list-style-type: none"> <li>○ Teach as needed in groups of 10 to 300.</li> <li>○ Manage ministry area budget.</li> <li>○ Attend and contribute to special events as needed.</li> </ul>
<b>Competencies Required</b>	<p>Develop volunteer teams to lead ministry programs</p> <p>Set goals, make plans, and achieve results</p> <p>Connect with, win-over, and develop students, leaders, parents, and community members</p> <p>Excellent teacher</p> <p>Excellent verbal and written communication skills</p> <p>Manage and participate in multiple projects at once</p> <p>Able to use social media such as Twitter, Instagram, Facebook, and SMS</p>
<b>Physical Demands</b>	<p>Ability to move up to 20lbs</p> <p>Ability to twist, lift, bend, and pull</p> <p>Ability to move around campus for up to six hours at a time</p>
<b>Work Environment</b>	<p>This job operates in a professional office environment and large group gatherings. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Occasionally works large events held outside and/or offsite at camp in all weather conditions.</p>
<b>Travel</b>	<p>Offsite weekend camps and other group activities</p>
<b>Education and Experience Required</b>	<p>At least 5 years experience in group coordination</p> <p>Evidence of collaborative projects completed</p> <p>Ability to drive 12-15 passenger vans as needed</p>
<b>Education and Experience Preferred</b>	<p>Bachelor's degree</p> <p>Experience coordinating across age groups in a school or church setting</p> <p>Young Life or para-church ministry experience</p> <p>Mixed-type (you've worked in para-church and a church for example)</p>
<b>Additional Eligibility Requirements</b>	<p>N/A</p>
<b>Supervisory Responsibility</b>	<p>This position will help supervise adult volunteers and student leaders</p>

*Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*