

SOUTHMINSTER PRESBYTERIAN CHURCH
12250 SW Denney Rd Beaverton OR 97008-5803 www.southmin.org
• staff@southmin.org • (503) 644-2073
Position Description

TITLE: Family Life Coordinator, Children's Ministry Focus

GENERAL PURPOSE: To establish an enthusiastic, positive environment to enhance Southminster's Family Life ministry and other programs of the church.

SPECIFIC PURPOSE: Under the direction of the Associate Pastor, primarily work in the area of Family Life ministries with specific oversight of Children's Ministries Programs (infant -5th grade). Provide support to other areas of Family Life ministries in ways that are feasible. Provide support to one additional ministry area of the church as determined with the pastoral staff. Build and maintain high quality relationships with Southminster members, including children, youth, parents and volunteers within Family Life Ministries.

PROFESSIONALISM: Staff are expected to support Southminster goals and values; to work both independently and cooperatively with the Southminster team; to respect and support fellow staff and congregation members; to communicate clearly; to take initiative to help resolve problems; to be adaptive to change; to seek self-improvement and embrace one's own responsibilities for excellent job performance.

STATUS: At will

CLASSIFICATION: Non-Exempt

ACCOUNTABLE TO: Associate Pastor

WORK PERIOD: 12 months

SALARY RANGE: \$18.00 -20.00 per hour

EXPECTED TIME COMMITMENT: average of 32 hours per month

ESSENTIAL FUNCTIONS: The Family Life Coordinator is expected to contribute to the success of all of the Family Life ministries of Southminster, with special focus on Children's ministries. This position will meet or exceed performance objectives for the following major job functions:

1. Program Management:

- a. In conjunction with the Elders for Family Ministries and the Associate Pastor, plan, staff and oversee children and nursery activities in a Hybrid format (online and face to face as determined) so that they are engaging, spiritually enriching and well-organized.
- b. Plan for and organize one quarterly activity for the congregation and/or families
- c. As time allows, support and contribute to one addition area of ministry at Southminster (committee participation) as determined with the Associate Pastor.
- d. Assist in weekly streamed and/or face to face worship service and/or provide support for Sunday morning worship and programs.

2. Communication:

- a. Develop a bi-monthly (email of updates) for Parents and Families of Children
- b. Develop a tracking system and contact families (children) who have been absent for 3 weeks or more.
- c. Create brochures and a system of getting information from and orienting new families on their first visit to Southminster, which includes: applicable brochures and information given to families etc.

3. Volunteer Recruitment:

- a. Lead recruitment and training of volunteers and substitutes.
- b. Maintain regular contact with volunteers, including church "buddies", to facilitate engagement and commitment

4. Resource Management:

- a. Manage & ensure safety & cleanliness of facilities utilized by children and adults as prescribed by COVID-19 committee.
- b. Plan budget and submit recommendations to Family Life Elder.

- c. Evaluate and communicate progress on a regular basis.
5. Administrative:
- a. Regularly attend staff and Family Life committee meetings.
 - b. Regularly attend other assigned committees (TBD).
 - c. Maintain attendance and contact records and database
 - d. Initiate necessary background checks for volunteers

Reimbursement: Additional ministry expenses, including pre-approved gas mileage for visiting family homes (during the pandemic), will be paid by the church by keeping a mileage log. In addition, all program and educational expenses will be reimbursed as pre-approved with Associate Pastor.

PERFORMANCE EVALUATION: Conducted by the Associate Pastor and a member of the Personnel Committee. Evaluation will consider both what the Family Life Coordinator does to accomplish the purpose of this position and the manner in which work is performed and relationships maintained.

Approved by Personnel Committee April 5, 2020