

Family Life Minister
Qualifications and Responsibilities
01/09/2023

Church Profile: The vision statement of Colfax Christian Church is “Disciple: Be One, Make One. We long to become a spiritually mature body of believers who knows how to make disciples who can make disciples. We are currently striving towards our vision in a “3-year strategy” titled “*Cultivate*” (2022-2025). Through different objectives, we hope to “Nurture Families, Enrich Facilities, and Grow Participation.” Our “core values” include a desire to be Biblical, Compassionate, Welcoming, Servants, and Authentic. We average 149 people in attendance on Sunday mornings with around 210 different folks. We reach people from approximately 16 different zip codes around Colfax IN. We have around 60 different youth (birth to 12th grade) who attend regularly to occasionally on Sunday mornings. We have around 20-25 children (2-year-old to 12th grade) on Wednesdays. Currently, we have 15 junior high and high school students on Sunday evenings. We are seeking an organized and self-motivated person with a passion for family ministry. This is a full time position. This person will need to have a passion for school and community outreach.

Personal Development:

- Schedule one “personal development day” each quarter. The purpose of this day is to renew one’s personal relationship with God by dedicating it to quiet time, personal study, prayer and meditation.
- Schedule one “ministry field day” a year to visit with and learn from someone else working in your area of ministry. This is a day to visit their church, discover new ideas, and gather resources that will help the ministry of Colfax Christian Church.
- Once a year you will receive a week to attend a ministry conference.
- After every 5 years of completed ministry, a sabbatical will be issued
- Must have or establish a ministry mentor

Personal Qualifications:

- 3+ years of Youth Ministry Experience
- Biblical degree is preferred
- Must be self-motivated, organized, and passionate - as well as a “team” oriented person
- Must have the ability to equip, motivate, and encourage church members to participate in youth programming (K-12)
- Ability to maintain confidences concerning congregational matters and finances

Summary of Responsibilities:

Diplomacy

- Maintain a good working relationship with leaders of the church (Elders, Lead Minister, Ministry Team Leaders, and ministry staff)
- This position is supervised by the Lead Minister
- This position will have at least 1 evaluation per year (and more if needed)
- This person will be expected to adhere to the Personnel Policy of CCC

Education

- Organize and oversee Sr. High Youth Group Year-Round on Sundays for 2 hours (currently, we have 6 people helping teach on a rotation)
- Less teaching of students, but more “teaching the teachers”
- Organize and oversee Jr High or High School on Wednesday Nights (currently, we have 3 people helping teach)
- Lead or Co-Lead the Youth Ministry Team; which meets monthly

- Lead or Co-Lead the Children's Ministry Team; which meets monthly
- Work with both teams to plan, train, execute, and review all events and programs
- Organize and oversee the Generation Sundays and Graduation Sunday
- Maintain Semester Calendars of Youth Programming (K-12)
- Actively participate in the Vacation Bible School Program
- Plan retreats, conferences, and mission trips to help grow parents and youth
- Organize or lead juniors to visit restoration Bible colleges

Evangelism / Community

- Promote Hanging Rock Christian Camp in youth programming (K-12)
- Keep track of students going to camp and encourage them before, during, or after
- Incorporate outreach events into regular programming
- Be actively involved in the local school (Clinton Prairie) thru FCA, sports, music, FFA, award programs, school lunches, etc.
- Be actively involved in community events in or around Colfax

Pastoral Care

- Establish and maintain a database of youth attendees (K-12) with names and contact information
- Contact visitors/families appropriate to the youth ministry (alongside the Lead Minister)
- Communicate personal availability to the church family (families and youth)

Administration & Supervision

- Utilize technology, social media, bulletin, youth newsletter, youth board, semester calendars, website to keep parents, youth, and congregants informed of current and upcoming events and programming
- Intentionally align programming and events with church vision, mission, and core values
- Attend all relevant meetings (staff, "In His Service," Youth Team, Children's Ministry Team, and Elders upon request)
- Manage and oversee all youth programming (K-12), including nursery, toddler, children's church, junior church, BLAST (Wednesday elementary), and 419 (Sunday youth)
- Recruit youth sponsors and teachers as needed
- Keep office hours as agreed upon with Lead Minister
- Family Life Minister is part of the Admin Team (staff) and may have some additional administrative duties
- Proficient in technology (currently our staff uses Apple/Mac)

Compensation:

- Salary - \$40K
- A youth budget of \$6600 has been planned
- Two weeks of vacation
- Passes/tickets for school events will be reimbursed
- Health Insurance and retirement is not currently provided