

**Aldersgate United Methodist Church
3801 Wooddale Ave, St. Louis Park MN 55416**

JOB DESCRIPTION– Family Ministries Coordinator

Position Type: ¾-Full Time Salaried Position. Hours are flexible, but require Sunday mornings and some evenings.

Overview: Aldersgate United Methodist Church is a small but vital and growing inclusive congregation seeking to create atmospheres for spiritual connection, healing, and growth. This position is responsible for doing that work with families with children and youth. We are looking for someone who is a builder of systems that can organize and systematize these ministries to run efficiently and fruitfully. A strong candidate will possess great energy for and evidenced skills in organizing people to foster these environments wherein our children, youth, and parents find spiritual connection, healing, and growth. The duties list is robust, but this position will work closely with the Pastor and Leadership Team to prioritize it and resource it and adapt it as necessary.

Qualifications:

1. Commitment to an inclusive expression of Christianity
2. Sufficient experience working in churches in areas around organizing ministry
3. Passion for spiritual formation
4. Be fully open and affirming of all sexual orientations and gender identities
5. 4 year degree preferred, but not required
6. Skills in recruiting, equipping, supporting, organizing, and inspiring people
7. Highly organized in the management of time, tasks, resources, and money.
8. Excellent oral, written and electronic communication skills, including listening, discerning, and disseminating through multiple media, including social media
9. Ability to work independently to meet high expectations.
10. Ability to pass criminal background check and DMV background check

Desired Characteristics:

1. Faithful: Someone who possess faith in Christ and the Christian tradition, but also posses faith in the Body of Christ, that is, the people that make up the church.
2. Ethical: The quality of having/ living by a code of sound moral principles.
3. Self-Aware: The understanding and knowledge of who you are including your skills, values, interests, behaviors and character, as well as your weaknesses. Weaknesses are ok at Aldersgate Church. We all have them!

4. Maximizer¹: Ability stimulate personal and group excellence. They seek to transform something strong into something superb.
5. Activator: Ability to make things happen by turning thoughts into action. They want to do things now, rather than simply talk about them.
6. Focus: Ability to take a direction, follow through and make the corrections necessary to stay on track. They prioritize, then act.
7. Arranger: Ability to organize, but they also have a flexibility that complements this ability. They like to determine how all of the pieces and resources can be arranged for maximum productivity.
8. Deliberative: People who take serious care in making decisions or choices. They anticipate obstacles.

Duties: Recruit, train, and equip volunteers to do the work of Kids, Youth, and Family Ministry, which currently includes, but it not limited to the following:

1. Manage Safe Church records, and provide Safe Church training
2. Find, create, and/or curate curriculum for Sunday Morning Kids Time (ages Kindergarten-5th grade, during the sermon in worship)
3. Curate and create intentional activities for kids to connect in worship
4. Recruit, train, equip, and manage Kids Time volunteers
5. Manage the Children's Message in Sunday Morning worship
6. Recruit, train, and equip nursery volunteers and manage the Nursery Attendant
7. Work with the Pastor to develop resources for parents to lead their children in spiritual formation (e.g.: take home sheets, articles, in-home rituals, etc.)
8. Communicate efficiently and effectively with parents and volunteers about children, youth and family happenings
9. Manage children and youth ministry budgets
10. Connect parents with kids socially and spiritually
11. Organize volunteers to run a Kids Christmas Program in December, annual Easter Egg Hunt, and kids and youth activities for Fall Kickoff
12. Plan weekly connection points for junior high and senior high students (i.e.: standard youth group gathering, game nights, service projects, etc.)
13. Promote and organize youth participating in each other's extra curricular activities (plays, sports, concerts, etc.)
14. Plan, organize, and set up an annual week long youth mission trip (which could mean partnering with another church)
15. Plan, organize, and set up a fall and winter retreat experience for youth (also could be done with another church and/or the Minnesota UMC)
16. Explore a multi-church VBS in the summer as well as other summer events

¹ Characteristics 4-8 are taken from Gallup's "Strength Finders"