

Saint Joseph United Methodist Church

Job Description

Title: For Families Assistant Coordinator

Effective: 12/1/22

Directly Supervises: N/A

Status: Part Time

\$5,200

FSLA: Exempt

Reports to: Faith & Family Director

Date last reviewed: 04/20/2023

Job Summary:

For Families Assistant Coordinator is responsible for implementing and directing student ministry programming. They will extend a Christ-centered invitation to students and their families in the context of St. Joe UMC and St. Joe @Y and the Fort Wayne community. They will empower and equip leaders and volunteers to facilitate planning for activities of students affiliated with St. Joseph pre-k through college graduation.

Essential Job Functions:

- Introduce youth & young adults to the person and work of Jesus Christ, inviting them to know and be in relationship with God through him.
- Maintain programs and student environment based on Christian values pursuant to the mission of the Church.
- Implement student events, lessons and programs, including but not limited to Wednesday evening, Sunday morning and Sunday evenings, retreats, camping ministries, mission trips, and other missional opportunities as they arise and are planned by the Family Faith Coordinator.
- Attend in a pastoral way to the events and spiritual journey with Jesus of youth
- Maintain confidentiality of communications and safe sanctuaries standards, at the direction of Family Faith Coordinator.
- Participate in worship services at both campuses with parity.
- Connect students to worship within the church through both attendance and leadership
- Understand and embrace the differences of contextual ministry for the campuses of St. Joe UMC.

Minimum Qualifications:

- Ability to articulate their own spiritual journey and encounter with God in Jesus Christ.

- Hands-on time spent leading youth in worship, devotions, and activities involving both church use and travel.
- Understanding of importance of ministry to and with youth and their families.
- Desire to reach and empower youth for immediate and missional ministry.
- Understanding of youth programming concepts.
- Capacity to understand and articulate core Wesleyan Tradition distinctives (an adapting welcome to all people, and all people invited to a life transformed by the love of God).
- Commitment to ministry inclusive of all persons and families, including but not limited to persons regardless of socio-economic status, racial minority status, physical ability, or LGBTQ+ personhood.

Core Competencies:

Faith/Belief: Shows strong personal depth and Christian faith; demonstrates integrity by walking the walk, and by responding with consistency of purpose; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Integrity/Communication: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with consistency and reliability.

Team Oriented: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agenda; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Written/Verbal Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech. Is able to verbally deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

Program Management: Identifies the key objectives and scope of a proposed program; garners needed resources and program support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.

Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the

team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Leadership Development: Encourages others to discover and engage their giftedness and skills in service to the large community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

Adaptability: Is not fixed or firm in plans and is willing to adapt to challenges and be challenged. The ability to demonstrate a willingness to transform within and for the sake of mission is an essential characteristic of the Wesleyan tradition.

Working Environment:

Work environment includes all locations within the church and those on church property. Position requires incumbent to travel beyond church property to attend meetings, conferences, presentations, and seminars, as needed.

(Note: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.)

_____ Date: _____
Lead Pastor

_____ Date: _____
Staff Parish Chairperson