



JOB DESCRIPTION

Job Title: Family Ministries Director

Position reports to: Senior Pastor

Schedule: Monday-Thursday 9am-4pm, Sunday 8am-2pm, Additional Hours as Needed

Department: Family Ministries

Position: Full Time

I. **Purpose of the Job:**

To drive development, administration, and leadership of transformative programs for children, youth, and families across all Citygate Church campuses. The Director will empower leaders utilizing Christian education, discipleship, mission, and outreach tools that will play a pivotal role in nurturing and growing a strong foundation of faith while building strong connections within Citygate Church.

II. **Leadership Responsibilities:**

● **Weekly Responsibilities (before Sunday)**

- Provide vision to department leaders to ensure systems are efficient and effective
- Ensuring all teaching resources are compliant with the word of God and the vision of Citygate Church
- Ensure all internal and external communication represents the vision of Citygate.
- Maintain strong communication and relationship with Campus Directors and Senior Pastor to ensure the vision of the Senior Pastor is implemented in all aspects of the Family Ministries Department.
- Support and guide department lead in the overall development, implementation, and management of their departments and Crew.
- Directly supervise directors and together work with other program staff to build their skills and confidence so that they can mentor, encourage, and motivate crew and families.
- Assist and guide directors on how to troubleshoot program and staff performance challenges. Train and mentor directors on how to proactively engage in planning to improve program management.
- Deploy staff resources efficiently and effectively toward organizational goals; working with staff to balance workload and effort and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
- Create and support a high performing culture across programs adhering to Citygate Church core values.
- Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating the church vision, implementing yearly staff development plans and mentoring.
- Forward thinking calendar management

● **Sunday Responsibilities**

- Observe departments routinely
- Connect with new families
- Available to support departments before, during services, & after for any needs that arise
- Serve as a Culture Carrier

- **Monthly Responsibilities**
 - Create a monthly meeting schedule for the department.
 - Monthly training with your departments to train, cast vision, and build community
 - Stay 4 months ahead on up and coming church and community events
 - Nominate and celebrate Crew Leaders and members monthly
- **Special Events Responsibilities**
 - Provide Vision and guidance to the Directors

III. Experience and Knowledge Required:

- Valid Driver's license
- Minimum high school diploma or equivalent
- 2-3 years of high-level leadership experience in Children or Family Ministry a plus
- Experience in casting vision on how to communicate the Gospel through various means to children at various ages
- Ability to create, analyze and maintain systems and project budgets
- Excellent verbal and written communication skills as well as time management
- Superior interpersonal skills working with a variety of people from Crew members to parents to kids
- Must be able to lift 10 lbs
- The ability to think and act independently with a high degree of professionalism, discretion, and confidentiality
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Must possess basic computer skills
- High proficiency in Microsoft Office, Google Drive, Planning Center and Rock RMS preferred.
- Ability to receive and understand vision and ensure execution and quality
- Able to adapt and lead thru change with enthusiasm and a positivity
- Ability to communicate detailed instructions, and the ability to supervise multiple projects effectively
- Demonstrates exceptional composure under pressure
- Ability to articulate and implement the vision of Citygate Church.
- Demonstrated understanding and commitment to working in culturally diverse settings

IV. Core Values in Daily Life:

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.