



## **Family Ministries Coordinator**

### **General Position Description**

Working under the direction of the Family Pastor, the Family Ministries Coordinator helps to plan, organize, implement and manage Family Ministry events and day to day activities at Crossway in a way that fulfills the mission of the church to glorify God by making disciples of Jesus Christ who go and make disciples.

### **Specific Duties and Responsibilities**

Attend and participate in staff meetings.

Connect and interact with Families in your assigned ministry.

Assist in all Student and Kids Ministry communication through email, text services and social media per direction of Family Pastor.

Assist with leader communication during the week per direction of Family Pastor.

Assist in the planning, scheduling and implementing of all Family ministry events.

Learn and be proficient in Planning Center Services, Check-ins, Groups and Registrations.

Other duties as assigned by your supervisor

### **Other Responsibilities and Expectations**

Pray for the people and families in your ministry and community.

Attend weekly worship gatherings.

Attend weekly staff chapel.

Develop spiritually through personal Bible reading, prayer, and Christian community.

Participate in the overall life of the church and in a neighborhood group.

Be a team player and maintain the unity of the body.

Practice the personal stewardship of your finances consistent with Scripture, including tithing (which means a tenth) of at least your income from Crossway back to the church.

Enthusiastically support and live out the mission, vision, and strategy of the church.

Abide by the Ministry Team Covenant.

### **Relationships**

Reports to the Family Pastor

### **Ministries**

Sunday Morning Kids, Sunday Morning Students, Sunday Night Students and AWANA

### **Time**

Part time (15 - 30 hours per week)