

Director of Family Ministries  
Job Description  
First Methodist Church of Enterprise  
*To Transform the World through the Good News of Jesus Christ*

**Position Reports to the Senior Pastor and SPR Committee**

**Responsibilities**

1. Direct the ministry of youth (6th-12th grade) and emerging adults 18-25.
2. Oversee and compose a budget for youth and emerging adult ministry.
3. Organize and develop volunteers into leaders in the program.
4. Attend students' extracurricular activities such as sporting events, honor ceremonies, plays, etc.
5. Organize, plan, and communicate a yearly calendar with staff, students, ministry participants and parents.
6. Maintain regular, consistent, and effective communication that is timely and clear with parents, students, and ministry participants.
7. Aide in hospital visits and general ministry of the church from a pastoral role.
8. Quarterly preaching rotation.
9. Participate in a minimum of 2 CEU (Continuing Education) opportunities.
10. Maintain the organization and appearance of the youth and emerging adult spaces.
11. Oversee youth and emerging adult Sunday School and small group opportunities not limited to Sundays.
12. Attend regular scheduled staff meetings on Mondays at 10:00 am.
13. Attend Sunday worship and Sunday School as a staff representative.
14. Maintain one effective day off a week (normally Fridays).
15. Other duties as needed directed to general church ministry and ministry related to Youth and Emerging Adults and their sponsors.

**Education and Experience Requirements**

1. Bachelor's degree from an accredited institution.
2. Formal education in Christian studies, theology, church leadership, youth ministry, etc. is preferred but not required.
3. Minimum of 5 years of ministry experience.
4. 3 references
5. Please provide any documented work related to family ministries, emerging adult ministries, or youth ministries.

**Other Requirements**

1. Must pass a background check in good standing.

2. Must be willing to learn and be proactive.
3. A self-starter and a good communicator
4. A team player who can work well with other people.
5. Excellent professionalism and maintain a business casual attire.
6. Must be willing to work in and with the community in a supportive role.
7. Be willing to obtain a CDL for church vans if necessary.

**Contact Info**

Please send all resumes to Matt Jordan, senior pastor, to [pastor@fmce.church](mailto:pastor@fmce.church)