



## **JOB DESCRIPTION**

**Title:** Family Ministry Lead  
**Department:** Formation  
**Reports To:** Executive Director of Formation  
**Pay Status:** Salaried / Exempt

### **General Summary and Objective**

The Family Ministry Lead helps individuals from birth through college live and love like Jesus by providing strategic and pastoral leadership over Family Ministry, fostering alignment within Family Ministry, and providing primary leadership for either Kids or YTH Ministry.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide strategic leadership for the Family Ministry Team
  - Lead the Family Ministry Team by providing guidance and empowerment for team members to fulfill their responsibilities
  - Ensure alignment of Family Ministry strategies with broader Formation Team strategies, including the implementation and integration of the discipleship pathway (Roadmap)
  - Maintain regular communication with other Leads to ensure positive and effective collaboration between the Family Ministry Team and other ministries/teams
  - Monitor progress of established team SMART goals
  - Create and manage team budgets alongside team Directors
  - Maintain effective meeting rhythms with Family Ministry Team and Directors (including MMO Program Director) to 1) maintain healthy connection and communication with team members and 2) ensure advancement and alignment for all ministries within Family Ministry
  - Provide high-level oversight, advancement, and alignment for all Family Ministry programming: weekly gatherings, small groups, mission trips, summer camps, and retreats/conferences
  - Maintain regular presence in Sunday morning Family Ministry programming and environments (Atrium, Worship Center, YTH Middle programming, and Crossroads Kids)
  - Coordinate with the Adult Team Lead to determine next steps with College and Young Adult Ministry.
  - Provide effective coaching for Family Ministry Directors
    - Oversee Staff Development Plan for each Family Ministry Director, including staff development opportunities
    - Offer clear and constructive coaching throughout the year to develop staff and ministries. This should include regular one-on-one meetings and quarterly goals and values conversations.

- Provide pastoral leadership over Family Ministry
  - Be a first responder for children and families in crisis. Provide biblical care and counsel.
  - Develop a pipeline for families to connect with the broader church body (weekend gathering, small groups, outreach, etc.)
  - Champion and oversee the equipping and empowering of parents as spiritual leaders in their homes
  - Maintain consistent, relational touchpoints and communication with parents
  - Equip and empower Family Ministry staff and volunteers to shepherd and care for families.
  
- Serve as either Kids Director or YTH Director (based on gifts and calling)
  - Lead the Kids or YTH Team by providing coaching, resourcing, and training for staff and key-stakeholders to fulfill their responsibilities
  - Oversee the following staff:
    - For Kids, the Associate Kids Director and Kids Club Coordinator to ensure the continuity and alignment of ministry from birth–5th grade
    - For YTH, the Associate YTH Director to ensure the continuity and alignment of ministry from 6<sup>th</sup>-12<sup>th</sup> grades
  - Oversee the weekly teaching and programming for Kids or YTH
  - Equip and empower small group leaders for Kids or YTH
  - Plan and execute annual mission trips, summer camps, and retreats/conferences (as applicable for the given age group)
  - Create and manage the Kids or YTH budget
  - Collaborate regularly with the Family Worship Director and Associate Production Specialist for planning and executing Kids or YTH services and events.
  - Nurture partnership relationship with Camp Illiana

**Additional Responsibilities:**

- Contribute to the sermon content process and preach for weekend worship, if applicable
- Exercise pastoral skills and sensitivity in encounters with volunteers and church members
- Serve on the Congregational Care team
- Perform weddings and funeral/memorial services, if applicable
- Attend and support church-wide events (weekend gatherings, special events, etc.)
- Perform other duties, as assigned

**Requirements** (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Demonstrated capacity to lead, administrate, and build teams including a willingness to trust and empower team members and volunteers.
- Demonstrated capacity to lead kids or youth ministry
- Ability to think creatively and strategically to develop solutions, systems, and processes
- Commitment to learning and growth

- Bachelor's degree in biblical ministries or equivalent ministry experience
- Uphold and serve as an example of the Crossroads Staff Covenant and employment expectations and policies

**Work Environment**

This job operates in a creative work environment and requires regular team collaboration with other employees and volunteers. This role routinely uses online management tools and standard office equipment regularly.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

**Position Type/Expected Hours of Work**

This is a full-time, salaried, exempt position, which includes weekend and evening responsibilities as needed.

Normal working hours will generally include: Sunday (8-10 hours, hours vary depending on Kids/YTH oversight) and Monday – Thursday 8:00 AM – 5:00 PM with an hour lunch. Some flexibility is offered for weekday office hours.

**Travel**

This position will require occasional travel for conferences, training, camps, mission trips, etc. Typical travel could include 1-2 weeks each semester and 2-3 weeks during the summer.

*Created: September 26, 2024*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*