



JOB DESCRIPTION

Title: West Family Ministry Director
Department: West Campus
Reports To: West Campus Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: This role is responsible for oversight and execution of the programming and volunteers of the West Campus Family Ministries, birth through college. Includes ministering to the families of the West Campus Community.

Essential Functions:

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

- **West Campus Family Ministry Oversight:** Provide oversight of West Campus Family Ministries by empowering leaders, training volunteers, and developing teams to lead Kids Ministries (birth through grade five), YTH Ministries (middle school and high school) and college aged ministries.
- **West Campus Family Ministry Programming:** Shape and execute the programming at the West Campus.
- **Small Group Development:** Identify ways to develop and support small groups for youth, college students, and families.
- **Collaborative Relationships:** Serve with the Family Ministry Department (and other departments as needed) in a collaborative and cooperative environment.
- **Leadership Development:** identify and develop leadership contribution from lay community.
- **Development and advancement of The West Campus:** Assist in casting vision and implementing strategies that advance the West Campus including, but not limited to special services, small groups, activities, and events.

Additional Responsibilities:

- Serve on hospital and home visitation rotation
- Exercise pastoral skills, hospitality, and sensitivity in encounters with church members and friends
- Maintains significant relationships with Crossroads Christian Church staff and related agencies that are relevant to ongoing kingdom advancement and strategic planning
- Additional duties as assigned

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

- Demonstrated capacity to lead and administrate large groups of people
- Passion for youth and families
- Desired pursuit of attention to excellence in physical environments
- Comfortable with identifying, contacting, vision casting and recruiting
- Energized by people
- Champion of vision, values, and culture of Crossroads Christian Church
- Alignment with the vision and mission of the restoration movement approach to kingdom work and church building
- Heart for evangelism and disciple making
- Software experience (Microsoft Office Suite, myCrossroads database (CCB), Mac equipment and core software)

Work Environment

This job operates in an office environment and where people congregate prior to worship. It requires frequent in-person connections with people.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear, use arms, stand, walk and to make physical contact with others (hand shaking). Ability to perform light cleaning that may occur in the course of fulfilling responsibilities.

Position Type/Expected Hours of Work

This is a full time, 40+ hours a week position that will have weekend expectations.

Travel

This position will require traveling to periodic meetings at the Newburgh Campus. It may require travel for training and conferences. No additional travel is anticipated. Consideration is given for other non-Crossroads campus related ministry opportunities and can be negotiated with the supervisor.

December 26, 2018

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.