

***St. Mark's Episcopal Cathedral  
Shreveport, Louisiana  
Director of Family Ministries – Full-Time***

Contact

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The Director of Family Ministries oversees and directs the children's and youth ministry by developing and living into a comprehensive vision for the ministries, supervising the Director of Children's Formation, ministering directly to youth (grades 6-12) and their families through Christ centered programs, activities and relationship building.

**DESCRIPTION AND RESPONSIBILITIES:**

**VISIONING:**

The Director of Family Ministries works with the Director of Children's Formation, a team of parents and other committed adults to develop and evaluate the short term (1 year) and the long term (3-5 years) vision for the children and youth ministries at St. Mark's that includes faith development and growth through: fellowship, mission, Bible study, relationships, and church involvement.

**Result:** Programs, activities, and opportunities that support the short and long term vision of the ministry are developed and implemented.

**Result:** The Director of Youth Ministry effectively shares the vision of the children's and youth ministry with children, youth, parents, volunteers, church staff and the church as a whole.

**Result:** Youth, parents, and staff understand the vision and can articulate how different aspects of the ministry fit into the vision.

**Result:** The Director of Family Ministry continually evaluates the effectiveness of the ministries in relation to the short and long term vision, including an annual formal evaluation where feedback is gathered from youth, parents, church staff and the congregation.

**RELATIONSHIPS:**

Director of Family Ministries ensures that relationships are being built between the children, youth, church staff, volunteers and the church as a whole. These relationships show guidance, support, and encouragement in their faith development and in all other aspects of their lives. Equally, the Director of Family Ministries should seek to build relationships with the parents of the youth, and ensures the Director of Children's Formation is building relationships with the parents of children, that support and encourage as they seek to raise faithful children and teenagers.

**Result:** The Director of Family Ministries knows 100% of the youth and their parents in the church directory by name.

**Result:** Opportunities are developed and implemented for the children and youth to build relationships with each other, invested adults (volunteers, mentors, pastoral leadership, etc.), and St. Mark's Cathedral as a whole.

**Result:** Excellent communication is maintained with youth, parents and the church.

**Result:** Systems for tracking, following up, and checking in with children, youth and families who are new, have not been attending, and attending regularly are implemented.

**Result:** Parent gatherings happen several times a year to educate, answer questions, share the vision for upcoming events, and engage parents in the children's and youth ministry.

## **PROGRAMS:**

The Director of Family Ministry, in collaboration with the Director of Children's Formation and an invested team of people, oversees all programs and special events through hands-on ministry with youth (grades 6-12) and their families and oversight and support of children's ministries (Pre-K-5th grade).

**Result:** The weekly programs are growing in participation, enthusiasm, and excellence.

**Result:** The programs and activities excite and encourage faith development and growth, are relevant to the time of life, and build relationships.

**Result:** The necessities for the program or activity are organized and complete: information is shared with all necessary parties, proper documentation is collected, the required amount of volunteers are secured and trained, and all safety and protection procedures are followed.

**Result:** The youth ministry is not confined to the walls of the church building. St. Mark's youth are in the community doing mission work, experiencing fellowship, and building relationships.

**Result:** The Director of Family Ministries advocates for youth and their parents in the context of the whole church community, continually bringing to the forefront those issues that are important to the spiritual nurture of youth and their parents.

**Result:** A budget for the program year and individual programs/activities is developed and kept.

## **RECRUITING:**

The Director of Family Ministries works with the Director of Children's Formation and a team of invested adults to recruit and train volunteers who support all the different aspects of the youth ministry.

**Result:** All volunteer positions have clear results based job descriptions.

**Result:** All children's and youth ministry volunteers are recruited and receive training at least one month before their terms of service are to begin.

**Result:** The retention level of children's and youth ministry volunteers is high, providing consistent, long-term leadership.

**Result:** Ongoing trainings are being provided for the children's and youth ministry volunteers including group gatherings and "on-the-go" training times. Spiritual support and encouragement is also provided for the volunteers working hands-on with the youth in the youth ministry.

**Result:** All adults involved in the children's and youth ministry programs have gone through the appropriate channels for serving as a volunteer (such as background checks) and that all adults are engaging in safe church practices.

## **SUPERVISING:**

The Director of Family Ministries supervises, supports, and collaborates with the Director of Children's Formation.

**Result:** The Director of Children's Formation is included in the short and long term visioning for the children's ministries.

**Result:** Regular meetings occur for planning, check-ins, instruction

**Result:** Annual written and verbal performance review is conducted

**Team Composition (number):** 1

**Time Commitment:** 40 hours per week

**Special Talents, Skills Preferred:**

- A growing and personal relationship with Christ
- A bachelor's degree or higher and at least 7-10 years experience
- A great understanding of today's adolescents and families
- An ability and desire to connect with parents
- Excellent communicator through all mediums (oral, written, digital, etc.)
- Organized
- Creative
- Develop and maintain a budget
- A desire to always be learning

**Resources and Training Provided:** Attend continuing education events for youth ministry. Complete the safe church training.