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## Position Description – Family Life Pastor

*Women and Minorities are encouraged to apply*

**Job Title:** Family Life Pastor

**Work Location:** 1491 E State Rd 434, Winter Springs, FL 32708

**Department:** Family Life

**Reports to:** Associate Pastor

**Status:** Full-Time, Exempt

**Salary Range:** \$32,000 - \$40,000 – Negotiable upon experience

**Send Resume to:** info@thefoundryc.org

### Position Overview:

The Foundry Church is looking for a Family Life Pastor to join our team. The expansion and enhancement of our Kids and Student Ministries are reliant on the dedication, engagement, and intentional oversight of a Family Life Pastor. We are looking for someone to continue the expansion of the ministries by engaging the children and students on age-appropriate levels through play, discussions, activities, and events. The Family Life Pastor should be able to connect biblical lessons with interpersonal skills so that children and students learn how to live out biblical morals.

This highly collaborative role within our organization ensures that the entire Family Life team points children, students, volunteers, and parents towards a better life within God's intended reality. He or she will work closely with the other pastors and staff members to help realize the vision of the church.

### You should...

- Be passionate about connecting with and strengthening families.
- Be a self-starter/self-motivated.
- Have a high level of creativity and organization to maintain structure within the program without hampering the excitement and energy of the families.

### Essential Qualities:

- Classroom management
- Program development
- Volunteer development
- Effective communication
- Strong team player
- Positive, contagious energy
- Self-starter mindset
- Desire for the flourishing of everyone around you

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## **Essential Duties and Responsibilities:**

### *Sunday*

- Coordinate set-up and strike of the kids and students areas.
- Manage and support volunteer leaders, teachers, and greeters.
- Connect with families (especially visitors and parents).
- Maintain the organization and energy of the program.
- Implement and oversee the safety policy.
- Meaningfully interact with kids and students in the programs.

### *Weekly*

- Review attendance records; contacting families and welcoming visitors.
- Follow-up with volunteers.
- Manage online resources and engagement.
- Develop and run evening events.
- Prepare for Sunday and upcoming events.
- Connect with families throughout the week.

### *Ongoing*

- Recruit, coordinate, and develop volunteers.
- Evaluate and adjust curriculum as necessary.
- Evaluate and adjust the Sunday morning family experience as necessary.
- Create events outside of Sunday mornings.
- Help prepare a smooth transition from the Kids to Students Ministry.
- Coordinate planning meetings with parents and volunteers.
- Develop and implement a vision for the Family Life Ministry that supports the vision for the Foundry Church as a whole.
- Continually work on personal growth through books, training resources, classes, conferences, and seminars.
- Develop, implement, and maintain a Comprehensive Family Development Plan.
- Manage Family Life Ministry budgets and financials.
- Extra duties as assigned within the scope of your ministry.
- Opportunities to preach if desired.

## **Benefits:**

- Flexible Work Hours (including work from home time)
- 403(b) Match – varying up to 6%
- Health and Life Insurance Subsidies with supplemental insurances available.
- Mom's Day Out Childcare Reimbursement
- IRS Housing Allowance Qualification
- Moving and phone allowances available
- PTO Caregiver Leave for new children and aging parents
- Professional Development Opportunities

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### **Church Leadership Structure:**

The Foundry Church has a vertical organizational structure. The Elders oversee the Leadership Team (the Lead and Executive Pastors). The Leadership Team oversees the Pastors (including this position). This means the Family Life Pastor has the support of both the Elders and the Leadership Team who are there to grow and guide them.

The Foundry Church has a circular operational structure. Each Pastor works collaboratively with the Leadership Team to actualize the vision in the lives of our members. This means the Family Life Pastor, alongside the other pastors, will attend monthly elder meetings, have a voice in the vision, give feedback for sermon series, and give advice for churchwide events. Each Pastor of the Foundry Church has a voice in the direction of the church.

### **Work Culture:**

The Foundry Church values the voices of each Pastor as we work to portray the diversity of spirituality to our congregation. Our team prioritizes growth and learning on both the staff and individual level. We want to pour into helping make you a better version of yourself. Our team also works with great flexibility. Whether it is a sick kid, broken car, or a house full of mold, we understand that life happens and we want you to know that you can lean on your fellow Pastors for support.

### **Education and/or Work Experience Requirements:**

- Undergraduate degree required or in process. (*Flexible in Degree Type*)
- 1-3 years of experience preferred. (*Flexible*)
- Demonstrated maturity and agrees with a working understanding of the vision of The Foundry Church.
- Experience with use of office equipment, computers, and an understanding of databases.
- Experience with use of social media posting and management.

### **Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent, including meeting qualitative and/or quantitative productivity standards.
- Able to lift up to 50lbs.
- Ability to maintain regular, punctual attendance.

### **General:**

- This is a weekend and evening experience position (4-5 hours)
- Approximately 30-40 hours per week planning and working on Kids Area
- Some of the responsibilities may be done outside of the office as approved

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