

# Family Ministry Coordinator

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Department: Family Ministry FLSA Status: Non-Exempt (Part-Time)

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**JOB SUMMARY:** The Family Ministry Coordinator is responsible for assisting the FM Team with volunteer recruitment, onboarding, communication and recognition. In addition, the Family Ministry Coordinator will oversee the execution of Family Ministry events and provide administrative support across Family Ministry (mainly Kids' Ministry) as needed.

**REPORTS TO:** Senior Director of Family Ministry

## **ESSENTIAL FUNCTIONS:**

### **Success Looks Like:**

- **Volunteer systems are organized and up to date.** Job descriptions, handbooks, and volunteer records in CCB are accurate and maintained consistently.
- **Communication is clear and timely.** Families, volunteers, and staff receive helpful information through well-coordinated announcements, forms, social media, and ministry updates.
- **Events run smoothly.** Family Ministry events are well organized, well staffed, and executed with excellence from planning through follow-up.
- **Ministry systems are efficient.** Processes and procedures are continually evaluated and improved to help the ministry operate effectively.
- **Staff are well supported.** Administrative tasks and ministry details are handled in a way that frees ministry leaders to focus on shepherding and discipleship.
- **Operational details are handled with consistency.** Metrics are tracked, supplies are maintained, and weekly ministry needs are prepared ahead of time.

## **RESPONSIBILITIES AND DUTIES:**

- Oversee, maintain, evaluate and continually improve the Dept. processes and procedures
- Oversee the execution of dept. special events
- Maintain job descriptions for all Family Ministry volunteer opportunities
- Maintain and update volunteer handbook for each environment
- Maintain complete and accurate files in CCB for Family Ministry
- Assist FM staff with effective communication (social media, website, announcements, forms)
- Order office supplies
- Weekly/monthly metrics tracking
- Assist with Kids/Student Check-in
- Other administrative responsibilities as needed

## **SKILLS AND REQUIREMENTS:**

- Mature Christian with a growing relationship with Jesus Christ

- High administrative experience is recommended
- Excellent interpersonal skills with experience in conflict resolution
- Excellent verbal and written communication skills
- Strong organizational and administrative skills
- Competent in MS Office email, database management and internet usage to meet job requirements
- Social Media experience preferred
- Ability to recognize and maintain confidentiality as appropriate

**EDUCATION & EXPERIENCE:**

- High school diploma.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**DATE CREATED/REVISED: March 2026**