

## LifeJourney Church

### Family Ministry Assistant – Position Description

LifeJourney is a dynamic, thriving congregation located in Indianapolis, Indiana. We are passionate about following Jesus, serious about the Bible, theologically open-minded, and genuinely diverse. In fact, we are one of the most diverse congregations in the Indianapolis metropolitan area. Our mission is to follow the teachings of Jesus by developing disciples, doing justice, and helping those in need. We are a teaching church that challenges congregants to a high level of participation. For more information, see [www.LifeJourney.church](http://www.LifeJourney.church).

We have a solid children and youth ministry, an awesome children’s classroom area (see photos below), amazing volunteers, and a full time Minister of Family Life. Now we’re looking for a well-organized Part Time Family Ministry Assistant to assist the Minister of Family Life in delivering outstanding children and family programming throughout the congregation and surrounding neighborhoods.



### Our Vision for Family Ministry

At LifeJourney Church, we believe that the family is the key to children and youth’s spiritual growth. We want to partner with our diverse families as they take the lead in our next generation’s faith journey. Our primary role is to nurture our children and equip our families with knowledge and capabilities as they prepare their children to become disciples of Jesus. We have three goals for our families, youth, and children.

- 1.) Growing Relationship with God and Community

- 2.) Engaging in Community in Its Smallest and Largest Expressions
- 3.) Participating in Transformation Within and Without

### **Position Responsibilities**

1. Serve as primary support person and advocate for the Family Life Ministry.
2. Support Family Life programming that occurs during worship services on Sunday, and on a midweek evening, by being present and available to assist volunteers and fill in as needed.
3. Arrive early for each service to ensure that all setup is complete and ready for the volunteers as they arrive. Ensure that all materials are reset between services.
4. Direct the cleanup efforts to ensure that the rooms maintain a high level of cleanliness.
5. Be the go-to expert on the schedule, activities, and technology utilized by the Family Ministry Teams.
6. Proactively look for areas the ministry can improve and work with the Minister of Family Life to implement continuous quality improvement.
7. Partner with Ministry Team Leaders and Deacons to implement the church's vision and consistently provide the best for our children, youth, and families.
8. Assist in identifying, recruiting, training, and inspiring volunteers for the Family Life Ministry Teams.
9. Identify families, youth, and children that need pastoral care or counseling and report that to the Minister of Family Life.
10. Proactively reach out to families to welcome them and to keep them connected.
11. Build relationships with and among staff, church leaders, and volunteers, and participate in the life of the church.
12. Be flexible with work hours and proactively work with the Minister of Family Life to adjust work schedule to meet allocated hours.
13. Report to and complete other tasks as assigned by the Minister of Family Life.

### **Position Qualifications**

The person who fills this position must . . .

1. Be a devoted follower of Jesus and have a mature personal spiritual relationship with God.
2. Have an absolute passion for ministry to children, youth, and families.
3. Have experience working in direct care with children & youth.
4. Have gifts of leadership, administration, and teaching.
5. Have a high level of integrity and the ability to gain trust and hold confidences.
6. Be enthusiastic about our church's approach to ministry as well as our mission and vision, including our respect for theological diversity, our affirmation and celebration of LGBTQ people and families, and our commitment to women as full and equal partners in ministry.
7. Be a team player who seeks what is best for the church as a whole.
8. Have strong team building and interpersonal skills.

## **Salary, Hours, and Structure**

**Salary:** \$10/hr.

**Hours:** Part-Time 5hrs per week, with the possibility for additional hours as our ministry grows.

**Structure:** This position is part of the Family Life Ministry and reports to the Minister of Family Life.

## **How To Apply**

If you would like to receive a copy of our application materials, please contact Pastor Chris Edwards, Minister of Family Life, at [chrisedwards@lifejourney.church](mailto:chrisedwards@lifejourney.church)