



Job Description

Position Title: Family Life Director
Reports To: Campus Pastor
Revised: 07.17.2019

Department: Family Life
Status: Full-Time
Campus: Wooster

Primary Purpose

NewPointe's Family Life Director is responsible for leading and setting vision for all family ministries (ages birth through eighteen years) at our Wooster campus. This includes refining ministry environments, developing and nurturing leaders, effectively communicating strategy and vision, and developing and perfecting operating systems and teams within Family Life environments.

Key Result Areas (KRAs)

- Create a culture of leader reproduction, among both staff and volunteers, through displaying and encouraging positive morale and openness to change, ensuring ownership of the NewPointe mission and vision, and inspiring willingness to invest and invite. This includes overseeing the entire Family Life volunteer effort at the Wooster campus, including recruiting, training, equipping, and care, to ensure an effective and healthy pipeline of volunteers.
- Establish and maintain a culture of apprenticeship in which volunteers seek to learn by working directly with people who are skilled in the areas in which they are looking to excel.
- Implement strategies to evaluate and upgrade ministry environments to ensure that they are efficient, effective, and deliver the desired outcomes.
- Champion special projects affecting Family Life at the Wooster campus through prayer, organization, vision-casting, leadership, follow-through, and follow-up. Assist in all facets of the Wooster campus to help fill any gaps.
- Other duties as assigned.

Position Requirements

Supervisory:

- Lead volunteers

Knowledge/Skills/Abilities:

- Leadership
- Vision casting
- Team building
- Volunteer recruitment and training
- Ability to work in alignment with others on team and across campuses
- Understands the vision and mission of NewPointe's Family Life ministries, their environments, and their objectives

Qualifications

- Education: Bachelor's degree preferred; high school diploma with comparable experience in a thriving family life ministry environment required
- Experience: Two to five years related experience in leading at high-levels in a growing church/organization required; experience in family ministry leadership preferred
- Must possess a valid driver's license

NewPointe Community Church expects pastoral functions to be performed in this position, which may qualify the employee to claim a housing allowance. Please refer to the Housing Allowance Policy for more information on qualification and procedure for requesting the housing allowance. Pastoral functions expected in this position include:

1. Administering the sacraments (i.e. baptism, communion, dedication, marriage).
2. Conducting religious worship.

3. Having management responsibility at NewPointe Community Church.
4. Being considered as a religious leader by NewPointe Community Church.

Physical Activities/Requirements

- None specified

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NPCC, including:
 1. Partnership
 2. Tithe (within 3 months)
 3. Participate in authentic community (meaningful accountability)
 4. Regular attendance at all NPCC services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position without accommodation.

Applicant Signature/Date

Management Signature/Date