



FAMILY MINISTRIES

# Programming Director Job Profile

Updated: Mar. 2018

Status: Half Time (20 hours)

Reports to: Family Ministries Pastor

Salary Scale Starts at: \$22,517

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## Summary

Working in collaboration with a half-time Family Ministries Programming Co-Director, you will coordinate content, production teams, and physical spaces in order to create unforgettable and transformative weekly ministry environments for kids and teens. While leadership opportunities within Children's ministries will exist, you will take primary responsibility for programming within Student Ministries, with your co-director taking the lead in Children's Ministries.

You win when the ministry environments engage the next generation with the message of God's story and meaningfully connects them with a team of small group leaders (SGLs) who are investing in them relationally.

## Responsibilities

### General

- **Create and utilize communication systems that enable us to communicate with leaders and enable leaders to communicate with each other, parents, and with their groups**
  - i. Send weekly emails to SGLs, communicating curriculum content, schedules, training/encouragement, and other news
  - ii. Send monthly Parent Cue emails, communicating ways for parents to engage their kids with content from our weekly teaching, as well as motivate and resource them in their role as the primary spiritual leaders of their kids
  - iii. Moderate and utilize online group pages and message threads as needed
- **Be an active and contributing member of the Family Ministries Team (FMT) as well as the WMBC Staff team**
  - i. Be prepared for weekly and monthly FMT meetings, as well as weekly check-ins with the Family Ministries Pastor
  - ii. Be prepared for monthly WMBC staff meetings and weekly staff coffees
  - iii. Contribute to FMT initiatives throughout the year, such as FM evaluations, creating annual ministry plans, special recruitment efforts, etc.
  - iv. Contribute to WMBC staff initiatives throughout the year, such as Fall Kick-off, volunteer appreciation month, Staff retreat, etc.

### Student Ministries (SM)

- **Create engaging environments for teens that move forward the mission and vision of WMBC**
  - i. Provide programming leadership for weekly Junior High and High School nights
  - ii. Provide programming leadership for special events such as retreats, service opportunities, and mission trips
  - iii. Coordinate and communicate with the Team Development Director (SM Team Leader) regarding all elements of SM
  - iv. Manage SM Programming budget lines
- **Resource speakers and Large Group leaders to craft the message of Jesus into engaging, relevant, and memorable experiences for teens**
  - i. Utilize the Orange curriculum, XP3 and XP3 Middle School to its full potential in our local context
  - ii. Creatively use physical props and visuals to reinforce what we're teaching
  - iii. Send weekly emails to all Large Group volunteers involved that week, communicating schedules, game details, team huddle info, and other relevant news

- **Resource Small Group Leaders to create safe environments for teens to find community and grow spiritually**
  - i. Provide SGLs with guides for upcoming teaching series well in advance
  - ii. Provide any supplies needed for a great SG experience, either during a regular teaching night or a dedicated SG night
- **Ensure new volunteers are oriented in the specifics of their role**
  - i. Collaborate with the Team Development Director on how to go about orienting new volunteers. Together, ensure that new leaders are trained on specifics such as:
    - 1. Audio/visual systems (ProPresenter, sound boards, etc.)
    - 2. Planning Centre Online. Using and accessing weekly schedules and attendance records
    - 3. Curriculum content – SG and LG guides, Lead Small app
    - 4. Admin systems – Receiving and depositing funds, recording attendance, using Logos database software, Kids Groups registrations
  - ii. While the overall training and development plan is owned by the Team Development Director, you will be asked to execute portions of that plan
- **Ensure that SM physical spaces are setup and utilized well to accomplish our mission**
  - i. Ensure SG and LG spaces are setup and organized prior to each ministry experience
  - ii. Evaluate the effectiveness of our spaces and take the lead on proposing necessary changes

### **Children's Ministries**

- **Provide leadership within our Sunday morning Kids Groups as needed**
  - i. Your Co-Director is the Team Leader for Kids Groups, but you are expected to be present and available during Sunday morning Kids environments for any necessary leadership roles
- **Assist in planning, organizing and leading any Children's ministry-specific events**
  - i. Collaborate with FMT to plan Christmas programs/events, Family Experiences (i.e. worship experience for kids and parents), Canada Day Children's Carnival, and other joint events

### **Preferred Qualifications and Attributes:**

- Leader of Leaders - Able to develop and lead volunteer teams who in turn organize and lead the ministry
- Highly Organized - Able to trouble-shoot, create processes and systems with a strong eye for detail
- Creative - Able to make content and physical spaces come to life and inspire others with that vision
- Parent-focused - Passionate about partnering parents and the church to influence the next generation
- Team Player - Thrives in a team environment, collaborates on projects, and contributes meaningfully to the overall mission of the team
- Flexibility – Adapt ministry environments to be more effective, taking risks with a team, and move at a fast pace
- Tech Savvy - Able to work efficiently within a PC environment, quickly learning new software and features
- Other Relevant Skills – Writing, editing, producing, directing, time management

### **Character and Behavioural expectations**

Perfection is not expected; growth is. Leaders are expected to strive to “live a life worthy of the calling they have received” (Eph. 4:1). Some of the characteristics evident in an effective leader include:

- Committed to a growing, dynamic, and personal relationship with Jesus. Includes personal spiritual practices such as reading God's Word and having an active prayer life
- Eager to learn - attend conferences, read books, and network with other church leaders
- Committed to the larger Church family and maintaining unity. Models life lived within community for others
- Integrity and honesty in both leadership and personal life (Luke 16:10)
- Healthy relationship with family and others outside of the ministry (1 Tim. 3: 4, 5)

## **Working Conditions**

- Office hours: Tues-Fri, 8:30-4:30pm. Your required hours would be split between office hours and programming hours (weekly presence in either Sunday morning, Monday night, or Wednesday night).
- Your office hours would include Tuesday and Thursday, with the remaining half-day to be chosen by you and your supervisor.
- The environment includes some flexibility, which allows occasional work to be completed offsite (home, coffee shop, etc.).
- Your primary work setting is a shared office space with your Programming Co-Director. Separate work stations are provided.
- You will participate in weekly and monthly team meetings as well as monthly one-on-one coaching sessions with the Family Ministries Pastor.
- You would find yourself away on overnight trips anywhere from 10-20 days of the year (e.g. retreats, conferences, mission trips, etc.)

## **Confession of Faith**

All WMBC staff shall be in full agreement with the WMBC Mission, Vision and Values, as well as the Canadian Conference of Mennonite Brethren Churches Confession of Faith.

## **Conclusion**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position.

To apply for the position, please submit your resume and application form to [rachel@winklermb.com](mailto:rachel@winklermb.com) by April 30, 2018.