



**Celebrate** God's love  
**Nurture** relationships with God and one another  
**Serve** our community and world, as we share the light of Christ

**Trinity United Methodist Church – Springfield, Massachusetts**  
**A Reconciling Congregation**  
**Director of Family Ministries and Connections**

Review of applications will begin on April 19, 2021  
(and will continue until the position is filled).

Position intended to begin on or about August 1, 2021

Email resume and cover letter to [Staff-Parish@trinityspringfield.org](mailto:Staff-Parish@trinityspringfield.org)

Contact: Nathan Olin, SPRC Chair, at above email address.

**Job Description:** Director of Family Ministries and Connections

**Reports To:** The Lead Pastor

**Hours:** Full-Time (40+ hours/week)

**Purpose:** The Director of Family Ministries and Connections is responsible for the leadership, development, administration, and support of programs for children, youth, and families in the areas of Christian education, discipleship, mission, and outreach. This person is also responsible for: ensuring the congregation is connecting through various small groups; helping the congregation connect with our surrounding community; and assisting in worship, as requested by the Lead Pastor.

**Qualifications:**

- Personal relationship with God and some knowledge of United Methodist Church's traditions, theology, and practices
- A growing discipleship of Jesus Christ and compassion for others
- Bachelor's Degree and at least three years of related experience
- Experience in Christian Education or related field
- Strong interpersonal, networking, organization, and communication skills
- Ability to work with children and youth and serve as Family Ministry liaison
- Ability to work as part of a team to accomplish the goals for ministry
- Demonstrated knowledge of team management principles and budgetary controls
- Ability to maintain confidentiality and self-discipline
- Ability to prioritize resources and time and meet deadlines

**Responsibilities:** The Director of Family Ministries and Connections is a member of the Trinity staff, supervised by the Lead Pastor, and is bound by confidentiality.

**Family Ministries Responsibilities**

- Engage and grow participation of children, youth, and families
- Oversee and lead children and youth programs and ministries
- Work with parents and volunteers to develop opportunities for spiritual growth for children, youth, and families
- Encourage and coordinate youth and family involvement in mission projects
- Work with other leaders to design engaging experiences for children, families, and youth
- Assist in worship, such as sharing a children's message
- Attend retreats and events as needed or requested by the Lead Pastor

**Connections and Administrative Responsibilities:**

- Assist with identifying and welcoming unconnected people and interacting with newcomers and/or visitors
- Develop and oversee hospitality ministries that foster inclusivity, discipleship, and integration into church life
- Collaborate in the coordination of events geared at introducing and connecting newcomers to the life of Trinity and in other opportunities geared to connecting existing church members
- Develop, recruit, and nurture small groups and leaders
- Establish and strengthen connections with post high-school young adults
- Abide by Trinity's Safe Sanctuary Policy, ensuring the safety and security of all involved in programs
- Honor deadlines for submitting information for inclusion in weekly bulletins and monthly newsletters
- Attend staff meetings and meetings of the Administrative Council and other relevant committees
- Submit yearly reports to the Annual Meeting of the church

**COVID19 Notice:** In light of governmental and other restrictions relating to the COVID19 pandemic, which may preclude future gatherings for an unspecified length of time, the successful candidate will be afforded flexibility, in consultation with the Lead Pastor and SPRC, to develop programs that are COVID19 compliant.

**Salary:** Commensurate with Experience

**Benefits:** Paid vacation; professional development time and funds; health insurance, disability insurance, and pension benefits that are commensurate with such benefits that are available for other full-time lay staff.