

CEDARCREEKCHURCH

Position Title: Director of Family Ministry Resources
Reports to: Senior Director of Family Ministries
Average Hours Per Week: 20

Department: Ministries
Campus/Team: Central
Hourly

Position Summary:

The Director of Family Ministry Resources is responsible for resourcing Family Ministries with strategy, policies, and supporting initiatives events and ministry details when it comes to Family Ministry Staff, Kids/Students, Parents and DreamTeam.

Position Responsibilities

- Create strategy for equipping and encouraging Family Ministry DreamTeam
- Create strategy for equipping and encouraging Families
- Develop Family Ministry policies and procedures around DreamTeam, execution and environment to foster safety, fun and meaningful ministry
- Ensure Family Ministry Team is resourced with curriculum
- Assist in resourcing Family Ministry Hub Events
- Assist in creating strategy around Family Ministry alignment
- Ministries Team Participation – Represent another Family Ministry perspective in Ministries Team conversations when needed
- CedarCreek Family Ministry Leadership – Provide supporting leadership to the Staff and Interns.
- Any additional responsibilities set by the Senior Director of Family Ministries and/or the Executive Director of Ministries

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult Group
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

Measurements:

The Position will be evaluated by the following quantifiable measurements:

- All dashboard metrics
- Ministry budget stewardship

Accountabilities:

The Position will also held accountable for the following:

- Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
- Maintaining good fiscal responsibility, stewarding resources with excellence.

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- Maintaining unity within the CedarCreek Family Ministry Department, across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, staff and volunteers at all times.

ADA CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

The physical activity of this position.

- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

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The physical requirements of this position.

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

Disclaimer:

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

_____/_____/_____
Position's Signature Date

_____/_____/_____
Direct Report Position's Signature Date

_____/_____/_____
Executive Director's Signature Date

cc.
Direct Report
Executive Director
HR/Employee File

9-11-18