



Appendix B

Position Description: Director of Family Ministry

MINISTRY ETHOS

The Director of Family Ministry's faith and service are rooted in a theology of the Cross—a grace-centred, Spirit-empowered life expressed through humility, servant leadership, and wholehearted devotion to Jesus Christ. Their ministry flows from an abiding relationship with Christ, sustained through prayer, the study of Scripture, worship, and fellowship with the Body of Christ.

They are emotionally healthy, spiritually mature, and committed to maintaining Christ-honouring relationships while modelling healthy rhythms of rest, family life, and personal stewardship.

As an essential member of the FCC Staff Team, the Director of Family Ministry will embody the mission, values, and Pentecostal distinctives of Family Christian Centre, modelling Christian maturity and inspiring others toward lives of discipleship and service.

MINISTRY FOCUS

The Director of Family Ministry is primarily a visionary leader and ministry coach whose responsibility is to build, equip, and empower teams of volunteers to effectively minister to children and families.

This position is not centred on personally carrying the day-to-day ministry workload. Rather, the Director will cultivate a culture of leadership development, spiritual vitality, and shared ownership by identifying, mentoring, and releasing others into meaningful ministry.

The successful candidate will possess the ability to see beyond present realities, develop long-range strategies, inspire volunteers toward excellence, and foster a thriving ministry culture where leaders are continually raised up and equipped for service.

CORE RESPONSIBILITIES

Leadership and Vision

- Provide visionary leadership for all areas of Family Ministry.
- Develop and communicate a compelling vision that aligns with FCC's mission and values.



- Establish strategic goals and ministry priorities in consultation with the Lead Team.
- Continually evaluate ministry effectiveness and pursue innovation and growth.
- Foster a culture of excellence, creativity, and spiritual expectancy.

Leadership Development and Volunteer Empowerment

- Recruit, train, mentor, and release dynamic volunteer leaders at every level of Family Ministry.
- Develop leadership pathways that identify and nurture emerging leaders.
- Provide coaching, encouragement, and accountability to ministry teams.
- Delegate responsibility effectively, creating a ministry that multiplies leadership rather than depending upon one individual.
- Equip volunteers with current ministry tools, technology, and teaching methodologies.

Executive Team Collaboration

- Engage intentionally with ministry teams and church leadership, fostering collaboration, clarity, and unity of purpose.
- Inspire leaders to embrace and champion the vision of Family Ministry throughout the church.
- Encourage innovation while maintaining faithfulness to FCC's doctrine, mission, and values.

Pastoral Care and Spiritual Formation

- Foster environments where children and families can grow spiritually, emotionally, and relationally.
- Encourage spiritual formation through prayer, discipleship, biblical teaching, and Pentecostal experience.
- Identify spiritual gifts and ministry potential in children, youth, parents, and volunteers.
- Participate faithfully in corporate prayer gatherings and seasons of focused prayer for families and children.

Family Engagement

- Build authentic relationships with families that foster belonging, discipleship, and spiritual growth.
- Develop systems of communication and follow-up that intentionally connect with new families and those absent from ministry activities.
- Support parents as the primary spiritual influencers in the lives of their children.



Event Leadership and Ministry Coordination

- Provide leadership and oversight for major ministry initiatives such as Vacation Bible School, Summer Camps, and Family Events.
- Ensure that events reflect FCC's mission and are supported by healthy, empowered volunteer teams.

OTHER DUTIES

- Attend and participate in regular pastoral staff meetings.
- Maintain positive and collaborative working relationships with all FCC staff members.
- Support other ministry initiatives as requested by the Lead Pastor.

THE IDEAL CANDIDATE

FCC is seeking more than an event coordinator or program manager. We are looking for a visionary leader—a leader of leaders—who possesses the spiritual maturity, passion, and ability to inspire others.

The successful candidate will be recognized by:

- A passion for raising up leaders rather than doing ministry alone.
- The ability to inspire volunteers toward excellence and commitment.
- Strategic thinking and long-term vision.
- Strong communication and relational skills.
- A vibrant Pentecostal faith and commitment to the ministry of the Holy Spirit.
- Emotional maturity, humility, and a teachable spirit.
- A deep love for children, families, and the local church.

General Relationships and Procedures

Employment & Accountability

- This is a salaried position with a reasonable salary and benefits package reviewed annually.
- The Director of Family Ministry is appointed by the Lead Pastor and serves under the supervision of the Lead Team.
- FCC reimburses approved ministry expenses in accordance with FCC policies.



Workplace Policies

- Holidays are governed by the FCC Leave Policy.
- Work hours follow the FCC Staff Schedule & Routine Policy.

Termination Policy

If the Lead Pastor or the Pastor’s Council ends the term of the Director of Family Ministry, the pastor will receive the notice and benefits outlined in the FCC Employment Agreement.

Professional Standards

The signature on this document indicates agreement and understanding of the responsibilities, expectations, and contractual implications of this position.

Agreement

The signatures below indicate understanding and acceptance of the contents and expectations of this position description.

Signature: _____
Director of Family Ministry, Pastor? Date: ?, 2026

Signature: _____
Lead Pastor, Rev. Dr. Edwin R. Rideout Date: ?, 2026

