



## **Midtown Family Ministry Coordinator**

**Position Type:** Non-exempt, hourly  
**Category:** Part-time (20 hours a week)  
**Classification:**  
**Reports to:** Pastor of Midtown Campus

### **ORGANIZATIONAL OVERVIEW**

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

### **POSITION OVERVIEW**

The Midtown Family Ministry Coordinator will be the first point of contact for all families with children (birth-high school) at the St. Luke's Midtown Campus, launching December 4, 2022. They will empower and oversee the volunteer teams that make Kids and Student Ministry happen on Sunday mornings and throughout the week, ensuring that every family that comes to St. Luke's Midtown feels welcome and known. They will be a critical link between the Campus Pastor and the Kids and Student Ministry Teams at the North Indy Campus, keeping programming aligned and helping develop a cohesive strategy for reaching and discipling families across campuses. This position includes Sundays (weekly) and will regularly include some evenings and weekends as necessary.

### **RESPONSIBILITIES**

- Develop and grow volunteer teams for Kids and Student Ministries, empowering these volunteers to carry out programming on Sundays and throughout the week
- Be the Sunday morning point person for all families that come to the Midtown Campus, making sure every family who walks through the door feels seen and welcomed
- Follow up with new families each week to provide a next step for engagement
- Build relationships with families throughout the week, finding creative ways to connect and communicate between Sunday mornings
- Plan and execute events to engage/reach families in the Midtown community (ex. Trunk or Treat, Eggstravaganza, Kids' Night Out)
- Work closely with the Director of Kids Ministry and Kids Ministry Staff (including attending weekly team meetings) to develop an aligned ministry strategy
- Work closely with the Director of Student Ministry and Student Ministry Staff (including attending weekly team meetings) to develop an aligned ministry strategy

- Be a critical piece of the Midtown Campus Staff team, reporting to the Campus Pastor and being an involved member of Campus Staff meetings as well as an ambassador for the Campus in the Midtown community
- Help plan and carry out centralized Kids and Student events (ex. VBS, Middle School Mayhem)
- Coordinate childcare for on campus events as needed

## **QUALIFICATIONS**

***Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.***

- Exhibit an open, welcoming, joyful, and amiable demeanor toward children, students, and adults, being professional in attitude and communication.
- Demonstrate a willingness and eagerness to personally grow and learn
- Deep desire to see volunteers grow in leadership and willingness to give leadership to volunteers
- Must have excellent communications and organizational skills, demonstrated both internally between various ministries and externally to families at St. Luke's Midtown
- Self-motivated and able to work independently
- Have an entrepreneurial spirit and high level of possibility-thinking
- Thrive working in a team environment, with the ability to connect quickly and effectively to multiple teams
- Possess the ability to discern when to replicate established programming and when to innovate strategies to connect with a newly forming church campus
- Must pass background, drug test, and reference checks
- Willing to earn and maintain Pediatric CPR and First Aid certification
- College degree preferred

7/2022