



Administrative and Family Ministries Director Job Description Denver Friends Church

Status: Full-Time (40 hours)

Reports to: Pastor (with insight from the Christian Education Committee)

General Responsibilities: Youth & Family Ministries, Administrative Support of the Church

Denver Friends Church is a Christ-centered, Bible teaching church and is a member of Rocky Mountain Yearly Meeting, a part of Evangelical Friends Church-North America. Our mission statement is **“To follow the real Christ in the real world.”** Our youth ministry mission statement is in full harmony with the mission of the church: **“Denver Friends Church youth ministry exists to engage, inspire, train, and equip the next generation to live Christ-centered lives in the real world.”** We seek a Family Ministries Pastor who can direct our young people and families toward our current DFC strategies:

- Connect, inform, and care for every person seeking fellowship in our community.
- Lead people into spiritual maturity.
- Recognize, train and empower Christ followers into service.
- Nurture and develop an intergenerational community (see attached initiative)
- Reach out to our local and global neighbors, helping them to know the real Christ.

The purpose of this job description is not to be a rigid set of rules, but a set of guidelines which can grow and change when necessary in order to more effectively accomplish the strategies and ministries of the church.

This is a full-time position which incorporates two parts, the youth and family ministry responsibilities and the overall administrative support of the church. It is generally understood that this position will be divided evenly each week between these two areas of responsibility, however this might change from week to week depending on the current ministries and immediate needs of the church.

Family Ministry Responsibilities:

- Initiate, build and maintain authentic relationships among children, teens, families and volunteers, fostering a welcoming and safe environment.
- Support efforts to help our children, youth, and families grow in their faith and be discipled.
- Collaborate with the Christian Education Committee in their efforts to recruit, develop, train and appreciate a team of volunteers to serve.
- Partner with the Christian Education Committee to coordinate a unified program for all children, youth and families, evaluating and recommending curriculum for consideration.
- Work with youth group leaders as they plan and promote youth activities such as camps, retreats, trips, concerts, mission trips, outreach events, etc.
- Foster awareness and involvement with the children’s, youth and family ministries with the larger church body through intergenerational opportunities and involvement in the worship service.



- Be a present and engaged participant in Sunday worship services, Wednesday nights, as well as the general life and ministries of the church.

Administrative Responsibilities:

- Manage the church office operations, including answering phones, responding to email, and overseeing general communications with the church.
- Maintain church calendars, coordinating appointments, meetings, and events.
- Prepare and distribute church publications.
- Organize and maintain important files of the church, both physical and digital.
- Update and maintain the church website and social media platforms.
- Order and maintain office supplies and equipment.
- Ensure visitors to the church are greeted during the week and the office environment is welcoming and organized.
- Support the Senior Pastor with various administrative tasks as needed.

Qualifications and Giftedness:

- Personal faith in Jesus Christ and an authentic lifestyle consistent with that faith.
- Agreement with the DFC Lifestyle Agreement.
- Agreement with Faith and Practice of Rocky Mountain Yearly Meeting.
- Passion for engaging and nurturing children, teens and families.
- Organizational and time management skills.
- Proficient in Microsoft Office Suite and working with technology.
- Strong interpersonal, written and verbal communication skills.
- Detail-oriented with excellent organizational abilities.
- Ability to handle sensitive information with discretion and confidentiality.
- Spanish language skills a plus, or use of translation technology.
- 1-2 years of experience in family or youth/children's ministry. Relevant degree preferred.
- 1-2 years of experience in administrative/clerical work.

Points of Clarification:

- The term "youth" and "youth ministry" throughout the document refers to children and teens up to 18 years of age.
- This position requires some evenings and weekend hours, especially during special events and church functions.

Compensation and Benefits:

This is a full-time position. The salary is \$60,000 plus benefits.

Applicants should send their resume and application to: DenverFriendsChurch@outlook.com

Application Deadline: April 30, 2025