



42457 171st Avenue • PO Box 37 • Holdingford, MN

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Job Title: Family Ministries Director
Reports To: Senior Pastor & Elders
Hours: 20 Hours/Week
Attire: Business Casual
Revision Date: 05/26/2026

Job Description

QUALIFICATIONS:

- Must have a personal relationship with Jesus Christ
- Be a member of the church in good standing.
- A passion for uplifting and encouraging people.
- Have a strong profile that is dependable, empathetic, good at communication, discreet and confidential.
- Preferably have a strong spiritual gifting as pastoral/shepherding and mercy.

PURPOSE OF POSITION:

- To ignite a desire for a genuine relationship with Christ
- Being a valuable resource director for hurting people
- Encourage and equip people to foster the fruits of the Spirit
- Building people up, never gossiping about people, but talking with people
- Encourage and equip parents to develop a Biblical worldview in their children.
- Promote Scripture memorization, prayer, and personal Bible reading as well as provide opportunities for ministry leadership, outreach to the community, and connection to mission field.

ANTICIPATED TIME COMMITMENTS:

- Doing ministry/preparing for ministry with at least 1 day in the office per week: 20 hours per week
- Participating in monthly meetings for Council, Elder, Staff, and Training: 4 hours a month

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Help Senior Pastor and Elders teach the Welcome Class
- Make people feel welcomed and tied to the church by introducing them to new friends. Offering some meet the Pastor events that shine a light on their interest in attending our church and hearing their story.
- Follow up on sick, hospitalized or shut-in members, visit and connect regularly. Go to surgeries and pray with families.
- Pray for and with church members experiencing hardships or needing to make decisions.
- Establish a support group for family members of the terminally ill.
- Seek assistance for and offer support to the chronically ill.
- Visit and offer emotional/spiritual support to grieving congregants.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Establish a chain of volunteers who will provide emotional, spiritual and physical help to the needy in the congregation, such as – prepare and delivering food on a short-term basis, visit and pray with the ill and grieving members, provide transportation when possible.
- Prayer Chain assignment as described in the SOP (Standard Operating Procedure)
- Other duties as assigned by the Pastor or Elders of CCC