

GALVESTON CENTRAL CHURCH

GALVESTON, TEXAS

Part-Time Family Ministry Director

Job Description as of 8/7/2026

Expectations:

The Family Ministry Director of Galveston Central Church must have an engaging personality, a love for Christ, and be committed to expressing their faith through their work. The Family Ministry Director should bring broad experience in church life, a proven track record of leadership in developing and managing programs for children, youth, and families, and be self-motivated with a servant's heart. They should possess the gifts and grace needed to thrive as a key member of a growing church staff.

Qualifications:

The Family Ministry Director should consistently demonstrate courtesy and maintain appropriate confidentiality. The ideal candidate will possess:

- Experience working with children and youth, ideally supported by a background in child/adolescent development, community development, and/or social work.
- Strong interpersonal skills, including warmth, approachability, active listening, and compassion.
- Proven leadership abilities, with the capacity to inspire, equip, and motivate others.
- Excellent communication and organizational skills to manage resources effectively and oversee volunteers.
- Familiarity with technology tools for training and communication, such as shareable online calendars and collaborative platforms.
- Commitment to being an active member of the church staff, including participation in meetings, special church events and weekday community service.
- A deep understanding of the role of family ministry within the church and a genuine passion for guiding children and youth in meaningful worship and spiritual growth.

Responsible to: Pastor and Staff Parish Relations Committee

Curriculum & Programming

General Responsibilities

- Provide visionary and hands-on leadership for Central's Family Ministry in collaboration with the pastor(s) and church staff.
- Oversee educational programming.
- Represent Central professionally and graciously in all forms of communication—whether in person, by phone, email, or other electronic means.
- Proactively explore and implement strategies to increase family engagement in Family Ministry programs.
- Maintain regular office hours to facilitate open communication with the pastor, staff, and congregation.
- Actively participate in meetings that foster respect, trust, and collaboration within the church and broader community, including church council, staff, and volunteer meetings.
- Check and respond to church email and voicemail during regularly scheduled workdays, replying to all inquiries within 24 hours and promptly relaying urgent matters to the appropriate parties.

- Maintain strict confidentiality, including confessional confidentiality, except in cases of suspected child abuse, neglect, or other circumstances requiring mandatory reporting by law.
- Take the lead in developing, maintaining, and annually updating Central's Safe Sanctuaries policies for all individuals working with children and youth, including affiliated activities.
- Ensure proper documentation and record-keeping of injuries and incidents in accordance with Safe Sanctuaries guidelines.
- Actively assist with and participate in church events and gatherings, including Sunday services, fellowship gatherings, staff meetings, church picnics, and Christmas Eve services. Provide support as needed until all tasks are completed and check in with Central's Office Manager before departing.
- Expectation of professionalism and punctuality, ex: meetings, correspondence, representation, etc.
- Communicate with staff and community members regarding schedules, events and needs.
- Complete Safe Sanctuary training every two years.
- Presentation of Central's mission statement and values when engaging with others in communication or on Social Media.

Sunday Worship Responsibilities

- Research and select curriculum that aligns with Central's mission and values, ensuring it nurtures the spiritual growth of children and youth.
- Lead a well-rounded program that includes worship, fellowship, service opportunities, and other faith-forming experiences.
- Distribute curriculum to volunteers and ensure all necessary materials are prepared and available well in advance of Sunday worship and related gatherings, while maintaining clear and timely communication with staff, parents, and volunteers.
- Create and regularly update an accessible volunteer calendar for staff and volunteers to reference.
- Foster strong, open communication with parents through in-person conversations, text messages, phone calls, and other appropriate methods.
- Maintain appropriate confidentiality regarding all matters involving Central's children, youth, parents, and volunteers.

Youth Group Responsibilities

- Explore and implement strategies to build and strengthen Central's youth programs.
- Coordinate and lead youth small group gatherings that foster spiritual growth and community.
- Plan and host regular youth events that encourage connection, service, and faith development.
- Recruit, train, and coordinate volunteers for small groups and events, ensuring all are in compliance with Central's Safe Sanctuaries policies.

The preceding list of responsibilities may be changed from time to time by the pastor in conjunction with the Staff Parish Relations Committee. This in no way represents a contract between any individual and Galveston Central Church and can be terminated at any time.