



MILL CITY CHURCH JOB DESCRIPTION

TITLE:	Community Life and Family Life Administrator
REPORTS TO:	Executive Pastor
RELATES COLLABORATIVELY WITH:	Mill City Staff
HOURS:	40 hours a week (Sunday 7am-4pm, M-TH 9-5, some evenings)
OBJECTIVE:	To prepare Sunday morning curriculum and direct Sunday morning functions of the family life ministry of Mill City Church. To manage the administrative details for MCC Community Life and provide administrative support for Pastors.

QUALIFICATIONS:

- Actively maintain an intimate, personal relationship with Jesus Christ
- Embrace the mission and practices of Mill City Church
- Agreement with the statement of faith and Membership Covenant of Mill City Church
- Bachelor's degree preferred, specifically in Biblical and Theological Studies or Ministry
- Ministry or nonprofit experience is preferable but not required
- Ability to communicate with diverse groups of people
- Demonstrated experience leading teams of people, coordinating events and managing programs
- A team player with a humble and teachable spirit
- Possess skills in the area of creating teams, training leaders and volunteers
- Ability to physically lift 30 pounds and be on their feet for multiple hours
- High proficiency in technology including social media, Microsoft, databases and able to be trained in other technology as needed

RESPONSIBILITIES:

GENERAL:

- Pursue God personally and lead out of a dynamic relationship with God
- Pray for ministry, staff and community of Mill City Church
- Utilize technology and media tools integral to the ministry with proficiency (email, google docs, Slack, Planning center online, and Church community builder)
- Pursue high standards of integrity and communication in all relationships associated with position

FAMILY LIFE TEAM COORDINATION

- Recruit, train, and direct Family life team members
 - Early Childhood (0-2 year olds), Mini Mills (3-5 year olds), Mighty Mills (K-5th Grad)
- Work with supervisor and family life team to implement the overall vision of family life at Mill City Church
- Coordinate team members to execute special events for family life (covenant member meetings, child care for church functions, etc.)
- Coordinate early childhood paid staff (special events and Sunday morning)

SUNDAY MORNING FAMILY LIFE PROGRAMING

- Coordinate Sunday morning programing for 0-11 year olds.
 - 9am Kids programing hour, 10am child care and programing for 0-3year olds, 10:00am kids worship 4-11 year olds
- Curriculum preparation (preparation or adaptation of existing curriculum)
- Be available to teach in "kids worship" once a month

COMMUNICATION

- Coordinate all church emails
- Oversee social media and update website

COMMUNITY LIFE PARTICIPATION PROCESS

- Collaborate with Community and Care pastor in welcome process and participate process
- Master use of Church Community Builder Database processes
- Follow up with Sunday Connection cards, visitors or those who request information
- Assist in Covenant Membership process and meeting preparation
- Collaborate with Pastor of Strategy and Equipping in implementation of training and leadership development events

COMMUNITY LIFE EVENTS & HOSPITALITY

- Collaborate with Community and Care pastor in leading all church events & Sunday hospitality
- Place catering and food orders and purchase hospitality items as needed

PASTOR SUPPORT

- Provide administrative support for Pastors as assigned

These responsibilities are a general overview of the job duties and may be changed or added to as the need may arise.