

OAKHILLS

C H U R C H

Our Mission: *“We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.”*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ.
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Campus Family Ministry Director	Status:	Full-Time
Department:	Campus Life	FLSA:	Exempt
Reports to:	Campus Minister	Job Class:	Professional
Direct Reports:	Children and students staff and volunteer leaders	Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. Job Summary: This role serves the Oak Hills Church (OHC) Campus by implementing the OHC Ministry Plan with families of children and students and is directly responsible for recruiting and equipping volunteer leaders and teams to facilitate healthy ministry.

II. Primary Duties and Responsibilities:

1. Be a champion for Family Ministry and cast vision to the Campus for investing in families through active discipleship.
2. Lead by example, motivate through encouragement and equip staff and volunteers to implement the Children (birth-Elementary) and Students (Middle/High School) ministry plan.
3. Develop, implement and evaluate weekly Campus programming and events such as worship gatherings, small groups, and serving opportunities.
4. Oversee and implement Church-wide ministry strategies and events to reinforce early learning and faith development.
 - a. Provide feedback for evaluating, choosing and training for Children and Students curriculum,
 - b. Implement children’s initiatives: 1) Family Milestones Celebrations; 2) Summer Backyard Bible Clubs (SBBC); and, 3) Manos de Cristo – Global Outreach Project; and,
 - c. Implement student initiatives: 1) Mission Trip(s); 2) Cold Play – Winter Retreat: and, 3) Disciple Now Groups.
5. Recruit, lead, and equip ministry staff and lay-leaders.
6. Assist in developing the budget in coordination with the Campus Minister and Campus Ministry Staff.
7. Assist Campus Minister with weekend services and pastoral ministry duties such as weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.
8. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. Active and growing in your personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Three (3) to five (5) years of Children and/or Student ministry leadership experience (preferably both).
4. Bachelor’s and/or Graduate degree in Ministry, Biblical Studies or related field.
5. Experience can substitute for education.
6. Current Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment)

Campus Family Ministry Director (continued)

IV. Knowledge and Abilities

1. Knowledge and understanding of early childhood through adolescent learning development stages.
2. Knowledge and ability in personal/ project management principles, administration practices, organization techniques, and methodologies.
3. Knowledge and experience with budget development, expense tracking/reporting and administration.
4. Knowledge in relational intelligence, grace and cross cultural sensitivity.
5. Ability in developing leaders and team members for effective ministry.
6. Ability to communicate clearly and effectively through both verbal and written means.
7. Ability to establish and maintain effective working relationships.
8. Ability to build and promote a team culture through relational collaboration and motivating team members.
9. Ability to plan, organize projects and prepare detailed reports and presentations.
10. Ability to use computers and a variety of software applications.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Work with Community Minister and Neighborhood Coaches and Leaders to create and maintain Student NH Groups.

Revised: January 2015