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Position reports to:	Family Ministry Director
Employment status:	Exempt
Standard Work Schedule:	Approximately 15 hours per week

Position Objective

In alignment with overall vision, mission, and strategy of the church and under the supervision of the Family Ministry Director, the Family Ministry Associate supports ministry with families from birth through 12th grade at the Woodbury Location. This role contributes to weekly programming, relational ministry, special events, parent partnership, and volunteer support. Depending on experience and gifts, this may focus on Children’s Ministry, Student Ministry, or a hybrid. The position provides opportunities to expand leadership responsibility over time and may develop into a director-level role.

Key Outcomes

1. Program Outcome: Children and students experience meaningful and age-appropriate faith formation.

- Lead Kids or Students programming which is welcoming, relational, organized, and prepared. (Between the Family Ministry Director and the Associate, the following needs to be covered and will be determined between the two roles.)
 - Wednesday Night Grove Students
 - Sunday Morning Grove Kids
 - Kids Ministry Stepping Stone Events
 - Summer Kids VBS
 - Summer Student Ministry Trips and Service opportunities
 - Implement curriculum consistently and creatively.
- Create environments where kids and/or students feel known, supported, and spiritually nurtured.
- Provide leadership at Family Ministry and all-church special events.

2. Family Relationship Outcome: Families feel welcomed, informed, and supported.

- Communicate with parents in a timely fashion and in ways that create personal connection.
- Recruit, equip, and motivate parents to participate in volunteer leadership in the programs.
- Parents feel equipped and encouraged as spiritual leaders at home.
- Resource parents with practical tools, gatherings, and education that help them nurture faith in daily life.

3. Leadership and Supervision Outcome: Volunteers are encouraged, equipped, and supported.

- Ensure weekly programs are consistently staffed.
- Ensure volunteers feel cared for, trained, and appreciated.
- The Associate partners with the Director to maintain healthy volunteer pipelines, including supporting the implementation of The Grove’s Children and Student Safety Policy.

4. Planning and Administration Outcome: Programs and events run smoothly through strong preparation and collaboration.

- Ensure Ministry spaces are set up, resourced, and ready each week.
- Reliably manage logistic for events (VBS, Summer Stretch, service trips, Stepping Stones).
- In conjunction with Family Ministry Director, plan school year and summer calendar.

Qualifications

Associates or Bachelor's degree preferred and ministry, teaching, or related experience preferred.

Characteristics

- Models The Grove's mission, values, and commitment to belonging.
- Works collaboratively with the Director and staff team.
- Self-starter who can work both independently and collaboratively.
- Communicates clearly and consistently.
- Shows strong organization, adaptability, and follow-through.
- Demonstrates a teachable spirit and eagerness to grow.
- Passion for ministry with children, youth, and families.
- Strong relational, organizational, and leadership skills.