

FAMILY MINISTRIES DIRECTOR

JOB DESCRIPTION

This outline of responsibilities includes areas for which the Division Family Ministries Department director and his/her associates have director or indirect responsibilities.

1. Leadership and administration

- Define and implement the philosophy and objectives of the Family Ministries Department.
- Prepare job descriptions and establish areas of responsibility for Union FM directors.
- Advise the Division administrators and the Division committee on Family matters.
- Provide leadership and inspiration to the FM personnel of the division.
- Develop and implement policies of the FM Department.
- Maintain the minutes of the Division FM Committee.
- Organize regular meetings with Union FM directors.
- Coordinate and supervise the training and in-service program for Union FM directors.
- Promote the values of Adventist family.
- Encourage a positive working relationship among the church/pastor, home/family, and school/educational personnel for the benefit of Adventist families.
- Maintain contacts with national and other information sources in order to be aware of trends, news, and policies affecting Adventist families.
- Prepare and maintain a directory of FM human resources operating in the division.
- Work with the General Conference Department of FM in strengthening and in visioning the future of Adventist families.

2. Assessment and planning.

- Conduct periodic surveys of family needs, and projections in the division territory.
- Establish plans for projecting the number of FM activities in the division.
- Collect, interpret, and provide accurate statistics on the family.
- Conduct (or ensure that there is) an assessment of DSA libraries on FM materials.

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3. Publications and communication.

- Prepare bulletins and maintain regular communication with the constituency.

- Develop/distribute materials for FM.
- Supervise the development and publication of denominational books on the family.
- Promote and coordinate the distribution of the Family Ministries Plan book.
- Cooperate in the creation of Fm material.

4. Enrichment and counseling.

- Prepare resources for family life education.
- Try to write periodically for EUD church papers.
- Prepare resources and develop leadership in enrichment activities – for married couples, families, and single groups.
- Encourage the cooperation between professionally qualified counselors, FM directors, and pastors on FM programs.

5. Mission and outreach.

- Foster the involvement of the FM in Global Mission.
- Develop or recommend a program for the curriculum of future pastors on FM.
- Recommend church activities toward in reach to non-Adventist families.
- Foster the creation and distribution of Adventist FM publications.