

A young child with curly hair is peering over a wooden church pew. The child is looking directly at the camera with a neutral expression. The background is a church sanctuary with other people seated in pews, slightly out of focus. The lighting is soft and warm.

Family Ministry Director
Position Profile
Iron Works Church

A quick evaluation of the integrity of a gospel centered church is how the church treats children.

— Raymond Ortlund

pastor, professor, and church planter

Family Ministry Director

Part-Time Position (~15 Hours)

Overview

Iron Works Church was planted in 2017 to follow the way of Jesus for the good of West Chester. We are seeking a Family Ministry Director who will prayerfully, humbly, skillfully, and joyfully serve our families; who personally demonstrates a personal and vibrant walk with Jesus.

Iron Works functions as a neighborhood church (locally minded) during a time that Chester County attracts newcomers every day. Family is an vital part of life in West Chester, and we are seeking someone in this director-level position who has a pastoral appreciation for children, youth, and families — *and* — a conviction that, ultimately, the family is the best place for discipleship, so the church comes alongside to resource families in their own discipleship.

At Iron Works, we laid the groundwork for this position through our Nursery and Kids Church. As we have grown, there are a number of new good challenges before us: (1) our covenant children are growing up, hence the need for a middle school youth ministry, (2) young couples are starting to have children and families are growing, and (3) new families are joining Iron Works and making it their church-family. This position encompasses the responsibilities of the: Nursery Coordinator and Kids Church Director, while also includes a close working relationship with the Youth Ministry Exploratory Task Force.

Position Qualifications

Vibrant Spiritual Life

- Find identity, meaning, and purpose in Jesus' life and work.
- Willingness to participate in the life of Iron Works Church as a covenant member, fully participating in congregational worship and community rhythms, and developing personal friendships.

Leader of Leaders

- Passionate about the Iron Works vision and philosophy of ministry
- Strong relational skills, able to work well with people
- Dependable, responsible, self-motivated, and creative
- Attend weekly staff meetings, and when necessary attend session and pastoral care meetings.

— Personally modeling a hospitable presence to new families, proactively answering questions and providing resources (i.e. pointing families to safe kids policy, greeting them, introducing them to teachers, etc.)

Relational Administrator

Note: This person is not necessarily going to be in the classroom on a week-to-week basis, instead this position sets up the teachers for a successful kids church class.

- Gifted in administration and organizational systems with the ability to delegate and coordinate a team
- Committed to a team model of ministry rooted in an environment of grace that pursues excellence
- Own the continual development of our safe kids policy, in conjunction with insurance company legal team and church leadership.
- Recruit, train, and schedule volunteers for kids church, without pressuring and guilt tactics. Develop relationships with volunteers that are a blessing to them. Be aware of when people need to step back for a season, and follow up with them bringing any pastoral care opportunities to the pastoral team.
- Vet volunteers, identifying who may not be a good fit as you recruit them — utilizing: (1) our kids ministry application, (2) requiring clearances, and (3) an in-person interview,
- Ensure compliance to our safe kids policy
- Ensure that kids church volunteers have the links and teaching curriculum in a timely fashion to ensure they are well prepared,
- Keep the Iron Works Children Workers Clearance database up to date,
- Recruit and schedule childcare for our nursery,
- Function as a liaison with the youth ministry task force,
- Passionate about ministry to children and seeing both parents and children alike growing in faith.

Core Competencies

- One who cares about children's personal and spiritual development.
- Expertise and experience in children's and/or youth ministry, with a track record of participating in and building flourishing teams.
- A proven leader; who whom others trust and follow. Operates with highest level of discretion and confidentiality.
- Listens and communicates well with other staff and congregants, both verbally and in writing.
- Fosters a team environment that is positive, productive, and responsible.
- Takes personal responsibility to do the right thing.

Process

If you are interested in joining our team, please send the following information to Robbie Schmidtberger (robbie@ironworkschurch.org).

- Cover Letter and Resume

Upon receipt, we will have you go through up to 4 steps of the hiring process:

Step 1 :: “Get-to-know-you” conversation and application

Step 2 :: Interview with Pastor Robbie and Kelli Stewart, *outgoing* Kid’s Church Director

Step 3 :: Follow-up Skype interview

Step 4 :: In person visit on a Sunday, with a family luncheon afterwards.

Our hope is to identify and have our top candidate with a proposed start date of March 1, 2020. But we are more committed to finding the right ministry partner than we are meeting a timeline.

Compensation

Commensurate with experience and training

Report to

Lead Pastor

Learn about us

[Iron Works Church | West Chester website](#)

[Recent Order of Worship](#)

What if....

We are also looking for someone to join our staff as a music director or pastoral intern. If you are interested in combining ministry roles, we would love to talk further.