Family Ministry Director (Part Time)	Kirk of the Keys KirkoftheKeys.org

Overview
Kirk of the Keys is looking for a **Part-Time Family Ministry Director** who will work alongside the Senior Pastor and church leadership to make it simple for families in the Florida Keys to connect to Jesus and One Another. The Kirk is a community that values relationships over programs and depth over flash. We're looking for someone with a heart for reaching and discipling the next generation—someone who loves kids and families, but also values team-building, flexibility, and a Gospel-centered approach to ministry.

This role is designed to be flexible and collaborative. We know many candidates may have other jobs or responsibilities, and we're less concerned about hours clocked than we are about impact made. The Family Ministry Director will oversee **weekly children's programming**, coordinate **family-focused discipleship opportunities**, and work to cultivate an **environment where kids and families are known, welcomed, and growing in Christ**.

This position reports to the Senior Pastor and works closely with the Family Ministry Team and Sunday morning volunteers.

Key Responsibilities

1. Children's Ministry Oversight (Birth–5th Grade)

- Select and adapt curriculum that supports spiritual growth and Gospel clarity at every age level.
- Prepare and distribute weekly lessons, supplies, and teaching materials to volunteers.
- Help lead Sunday morning children's moments or large-group segments as needed.
- Maintain classroom spaces, organize supplies, & ensure the area is clean & ready for use.
- Ensure safety protocols and check-in/check-out policies are consistently followed.
- Train, encourage, and equip Sunday morning volunteers to serve with excellence and joy.

2. Family Discipleship & Events

- Partner with the Senior Pastor and Family Ministry Team to build out discipleship opportunities for parents and kids (including home resources, small groups, and church-wide connections).
- Help write or adapt and teach **age-appropriate curriculum** that aligns with our sermon series.
- Plan and participate in family-focused outreach and fellowship events (movie nights, meals, special Sundays, etc.).
- Help coordinate church-wide gatherings where families are engaged—whether for fun, formation, or service.

3. Communication & Collaboration

- Regularly communicate with parents and families about what their kids are learning and how they can continue the conversation at home.
- Keep the Sunday volunteer team connected and supported via schedules, reminders, and check-ins.

- Collaborate with the hospitality and media teams as needed to promote events and curriculum.
- Participate in staff or planning meetings as available.

Ideal Candidate Will:

- Love Jesus and desire to help kids and families do the same.
- Know how to teach kids at various developmental stages.
- Be organized, communicative, and creative.
- Be comfortable using digital tools (email, Canva, social media, etc.) to share information and support volunteers.
- Have experience working with kids and/or families in a church or ministry setting.
- Be able to recruit, train, and encourage a team of volunteers.
- Be flexible and joyful in the highs and lows of church ministry.

Compensation & Details

- **$1,000/month salary**
- 4 Sundays off per year (flexible, scheduled with the Senior Pastor)
- Opportunity to grow as the ministry expands (additional hours/responsibilities/ compensation possible)