



Job Description

Job Title: Family Ministry Coordinator

Reports To: Associate Pastor of Spiritual Formation, responsible to Senior Pastor and Staff-Parish Committee

Status: Part-Time Hourly, non-exempt, up to 20 Hours

Location: Gilbert, Arizona

Salary: Commensurate with experience and configuration

Benefits: Refer to Personnel Handbook for Benefits and Vacation

First United Methodist Church of Gilbert is a warm, inclusive and welcoming, multi-generational congregation with a heart for service and a commitment to inclusive worship. Located in the East Valley of the Phoenix metro area, we are looking toward the future with hope and imagination.

Position Summary

This position is responsible for coordinating Sunday children and youth programming while providing scheduled weekday administrative and preschool support. The children and preschool ministries share resources and curriculum. It also schedules and facilitates youth activities on Sunday evenings or mission trips or activities.

The role is designed to balance ministry coordination with practical, in-office support and adjusts as children's, youth, and preschool enrollment changes.

Organizational Relationships and Collaboration

- Reports to Associate Pastor for Spiritual Formation
- Responsible to Senior Pastor and Staff-Parish Committee
- Supervises Nursery staffing
- Coordinate with church staff and preschool staff to ensure smooth operations
- Connect with families and volunteers for leadership, volunteering, and growth.
- Communicate through church newsletters, social media, and mail as directed.

Overall Functions, Duties, and Responsibilities

Sunday School Ministry Coordination (up to 3 hours)

- Schedule, resource, and assist children and youth Sunday School teachers, volunteers, and Nursery staff.
- Be on campus on Sunday mornings as a support to volunteers, students, and families for all student ministries.
- Serve as a consistent point of contact for volunteers for children's and youth ministry on Sundays

- Track attendance and maintain supplies for all ministry areas.
- Serve as a rotating classroom support or substitute in Sunday morning programming

Youth Ministry Coordination/Family Events (up to 5)

- Primary focus to train, support, and assist Youth Volunteers.
- Schedule and coordinate activities for youth one to two times a month on campus or off site, and/or with other churches.
- support inclusion of family members or church wide events in coordinating and participation of family and youth events.

Weekday Office & Preschool Support (up to 12 hours)

- Assist with weekday in-office coverage for the church/preschool office, including answering phones, basic office coverage, preparing preschool snacks, etc...
- Prepare for Sunday programming with curriculum, supplies, classroom set up as needed.
- Scheduling and planning events for youth and families.
- Serve as a rotating classroom aide or substitute for the preschool, if needed

Qualifications:

- A bachelor's degree in a related field is minimum requirement.
- Must have strong organizational and relational ability to operate within the parameters of the United Methodist Church.
- Must have excellent written and verbal communication skills, conflict management skills, and computer skills. Must be able to effectively present to an audience of varying sizes.
- Must possess a proven ability to work effectively with students, diverse individuals, and teams of volunteers.
- Candidates must pass the Safe Gathering Training and background check and have the appropriate driver's license.

Spiritual and Community Expectations

- Maintain a personal and growing relationship with Christ. Must embrace Christian discipline and United Methodist doctrine and theology.
- Be an active participant in the life of this church community.
- Pass training and uphold the standards of the Safe Gathering Policy.
- Exhibit a spirit of hospitality, inclusiveness, and servant leadership consistent with United Methodist Church principles and beliefs.
- Respect the diversity of perspectives within the United Methodist Church within a Christian community.
- Ability to communicate in person, electronically, and in writing on a regular and timely basis.
- Participate in Staff and Committee meetings as assigned.

Work Schedule and Environment

Reviewed and Approved 02/24/2026 SPRC

- Work takes place in a professional office and church setting.
- Required work scheduling on Sundays, Evening meetings, and events on or around church holidays as scheduled.