

**Conference Director of Family Ministries  
Job Description  
North American Division of the  
General Conference of Seventh-day Adventist**

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**1. Give general leadership to all phases of the Family Ministries program.**

- a. Has responsibility for departmental administration
  1. Personnel management
  2. Financial management
    - a) Authorizes check requests
    - b) Prepares annual budget
    - c) Reviews and troubleshoots monthly statements of departmental financial activity.
  3. Oversight of office space and equipment
  4. Calls regular staff meetings
  5. Sees to the creation/maintenance of the department=s website.
  6. Prepares regular communication for local church Family Ministries coordinators and pastors.
- b. Chairs the Conference=s Family Ministries committee.

**2. Acquire and maintain substantial knowledge on the different programs and resources available at the North American Division Family Ministries to share with local church coordinators of Family Ministries.**

- a. Premarital preparation
- b. Marriage Conferences and Retreats
- c. Family Ministries Conventions
- d. Family Ministries Curriculum for Local Church Leaders
- e. Adventist Family Conference annual event
- f. Graduate Certificate in Family Life Education
- g. Keeping the Faith: A Guidebook for Spiritual Parenting
- h. The Family Friendly Church resources
- i. AdventSource 1.800.328.0525 ([www.adventsource.org](http://www.adventsource.org))
- j. NAD Family Ministries website ([www.adventistfamilyministries.org](http://www.adventistfamilyministries.org))
- k. Annual Family Ministries Plan book
- l. Christian Home and Marriage Week
- m. Family Togetherness Week
- n. Adventist Association of Family Life Professionals

**3. Develop and plan training for local church coordinators and programming for families.**

- a. Training of local church coordinators of Family Ministries
- b. Organize or facilitate parenting across the life span workshops

1. Parenting infants and toddlers
  2. Parenting school-age children
  3. Parenting teenagers
  4. Single parenting
  5. Step parenting
  6. Parenting disabled and special needs children
- c. Organize or facilitate marriage retreats
  - d. Organize or facilitate singles retreats
  - e. Organize or facilitate divorce recovery workshops/retreats
  - f. Organize or facilitate child/spouse abuse awareness workshops

**4. Be the family advocate in your conference territory.**

Evaluate resources and programs.

**5. Remain aware of new Family Ministries policies and the development of new Family Ministries resources from the North American Division.**

**6. Participate in the North American Division=s Ministries Convention and Family Ministries Advisory which take place in the month of January every other year.**

**7. At regular intervals participate in training and enrichment workshops to enhance your own competency in Family Ministries and Family Life Education, show evidence of 12 hours of CEU=s per calendar year. Be a member of the Adventist Association of Family Life Professionals, hold the CFLE (Certified Family Life Educator) designation from NCFR (National Council on Family Relations), or be working toward such a designation.**