

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

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The major functions and tasks of the Family Ministries Coordinator are the following:

1. **Needs Assessment.** Work with the pastor to survey the needs of the church: couples, single persons, single parents, children, teens, young adults, mature adults, etc., and finding which topics are of interest to them. Needs assessment tools such as survey questionnaires and analysis worksheets are available in some of the resource materials listed in this leaflet and from your local conference office. Your conference Family Ministries Director may be able to assist you.
2. **Program Development.** The Family Ministries Coordinator works in cooperation with other church leaders to implement Family Ministries programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation. Although a number of very detailed and "user-friendly" program helps are available, successful programs still require considerable attention to detail, good organization and strong communication for many weeks in advance.
3. **Chairs the Family Ministries Committee.** It is recommended that even in the smallest congregations a committee be selected for family ministries instead of following the tradition of making it a one-person assignment. Family Ministries is about relationships and helping people learn to be Christ-like in their relationships. This needs to be modeled in a group setting because it is "caught as much as it is taught." Even if the committee only meets once a quarter, and includes people who hold other offices in the church, it should become a support group as well as a working unit. As chairperson it is your responsibility not only to put together an agenda and moderate the discussions, but to facilitate times of personal sharing, prayer and learning.
4. **Family Advocate.** The Family Ministries Coordinator sits on the church board and should represent the needs and concerns of Family Ministries there. It is easy for a board to become involved in the organizational and financial issues of the church and forget that congregations are essentially clusters of households; people trying to live out their faith together. It is your responsibility to help the board keep in view the relational needs of the members of the church and make family life a real priority in all that the church does.
5. **Information Source.** The congregation will depend on you as a primary source of information about ministry. It would be a good idea for you to begin to construct a list of Christian counselors to whom you can feel confident making referrals. You will want to guard against getting too involved or "playing psychologist" (unless you are one), but highly developed listening skills will make it easy for other church members to share their concerns and needs with you and ask for information. This informational task includes taking opportunity regularly, during personal ministries time or Sabbath School or worship, to share information with the whole congregation as it comes to you from the conference and in resource materials.

## Resource Materials:

The **Family Ministries Catalog** is a free catalog of materials available through Advent**Source** at **800.328.0525** or **www.adventsource.org**.

**Family Ministries Curriculum for Local Church Leaders:** This training tool, developed by North American Division Family Ministries, includes ten modules written by Adventist Family Ministries educators and can help you develop a successful process of Family Ministries in your local church. Available through Advent**Source** at **800.328.0525** or **www.adventsource.org**.

Each year a **Family Ministries Plan Book** is created by General Conference Family Ministries Directors Ron and Karen Flowers in conjunction with North American Division Family Ministries and is available through Advent**Source** at **800.328.0525** or **www.adventsource.org**.

**Family Life** is a quarterly newsletter published by the Association of Adventist Family Life Professionals (AAFLP). Membership to AAFLP is available to church pastors, counselors, therapists, college/university students of Family Therapy and Family Studies and volunteers working with Family Ministries. To request a membership brochure call 301.680.6462 or send an e-mail to [family@nad.adventist.org](mailto:family@nad.adventist.org).

Information about additional resources and answers to your questions can be obtained through the denomination's "**help desk**," PlusLine, by calling **800.732.7587** or visiting [www.PlusLine.org](http://www.PlusLine.org).