

Job Description
Associate Pastor of Family Ministry and Education

GENERAL ROLE: The Associate Pastor is to assist the Senior Pastor in all areas of church ministry. He shares with all staff the responsibility to lead the members of FG First Baptist Church in being a redemptive body of Christ, through the power of the Holy Spirit, growing toward Christian maturity through worship, witness, education, and ministry. He shares in proclaiming the Gospel on a daily basis and applying Christian principles to man and society so that God's purposes may be achieved.

PRINCIPLE FUNCTIONS: He is to assist the Senior Pastor in all areas of ministry as needed and fulfill the responsibilities of the senior pastor in his absence. Giving priority to the family ministry needs unless otherwise directed by the Pastor, he is responsible for developing and promotion of comprehensive children and youth programs that will promote spiritual and personal growth in the students and their families. He is to provide leadership and assistance to develop the growth of evangelism, follow-up, and educational ministries of the church.

REQUIREMENTS:

1. Education: Graduate from a Southern Baptist seminary, university or college. Preference given to candidates who have completed or in the process of completing a seminary degree.
2. Demonstrated background and ties to Southern Baptist churches.
3. Aligned with the doctrinal statements of the Baptist Faith & Message.
4. At least 2 years' experience and success in leading family or children's ministry in churches.

RESPONSIBILITIES:

FAMILY MINISTRY:

1. Plan, oversee, coordinate, evaluate, and actively participate in comprehensive children's program (Birth – 6th Grade).
2. Coordinate a calendar of all children's activities throughout the year (ie. VBS/Sports Camp, Spring Fling, etc) .
3. Enlist and train leaders for children's ministries and activities, coordinating with the Children's Leadership Team and other key leaders (ie AWANA Directors, Nursery leaders).
4. Responsible for and oversee volunteer workers of children's ministries and activities.
5. Ensure proper vetting of volunteers and provide specialized training to ensure children's safety in coordination with the Safety & Security team.
6. Coordinate with transportation ministry to ensure children are provided the means to attend.
7. Visit, witness, and participate with families through a planned visitation program.
8. Outreach and equip parents for mentorship and discipleship.
9. Facilitate the youth ministry (7th-12th Grade) with regard to budgeting, calendaring of events, enlisting and training volunteers, chaperoning events, Sunday School, and discipling families:
 - o Develop projects such as youth camps, retreats, and other appropriate activities to encourage the spiritual and social development of young people.
 - o Lead young people and youth workers in a systematic program of evangelism and outreach.
 - o Visit, witness to, and participate in community activities of youth through a planned visitation program.
 - o Provide time to be available to counsel and discuss personal problems with youth and parents of youth.
10. Assist in preparing and managing budgets for Children and Youth programs.

EDUCATION:

1. Assist in enlisting and training volunteer leadership for Sunday School and other education programs churchwide.
2. Participate in the overall evangelism and outreach ministry.
3. Keep abreast of latest materials, programs, and teaching methods.
4. Assist in preparing and managing the education budget.
5. Teach Bible study sessions as requested.
6. Prepare, submit, and check on literature orders from LifeWay and other vendors as needed.
7. Serve as liaison to the Discipleship Team and other Education programs.

GENERAL:

1. Answerable and accountable to the Pastor, and the church membership through the Pastor.
2. Possess strong interpersonal skills and leadership abilities. Work collaboratively with all church staff and lay leaders in pursuit of the church's mission.
3. Cooperate with church staff in short-range and long-range planning.
4. Other tasks and duties as assigned by the Pastor.

Prepared by the Personnel Leadership Team

Dated: October 18, 2022

Total compensation, including salary and benefits package is \$60,000 - \$70,000 annually, depending on education and experience.