

Director of Family Life Center and Senior Adult Ministry

Purpose: This position requires a person who can not only plan, schedule, and conduct activities that build fellowship within the church family (with special emphasis on senior adults), but someone who also sees the facility and ministry opportunities as a means of community engagement.

Reporting Relationship: Reports directly to the Senior Pastor

Qualifications:

- Clear testimony of personal faith in Jesus Christ as Lord and Savior
- Agreement with our Identify Statement and By-Laws
- Be able to handle multiple tasks with minimum supervision
- Possess interpersonal and organizational skills
- Prefer some prior church staff and/or leadership experience
- Prefer 2 or more years of college education

Responsibilities:

- Function as a vital member of the staff team contributing to its spiritual nurture and synergy of gifts so that the body will be built up, Christian community will be modeled, and First Baptist Church of Maryville's (FBCM) potential will be realized.
- Work with the Pastor to create annual program of work with measurable goals
- Direct the planning, coordination, promotion, execution and evaluation of a balanced and comprehensive program of recreation activities for all ages including trips and special events for Senior Adults
- Maintain an accurate and up-to-date calendar of activities
- Develop and submit an annual functional budget to the Finance Team for both Senior Adult Ministry and Family Life Center (FLC)
- Purchase approved budgeted equipment for the FLC
- Be responsible for the inventory, care, repair and storage of recreation equipment and supplies
- Recruit and provide leadership training for both paid and volunteer workers needed to properly staff the FLC.
- Enlist, train and supervise adults to do volunteer work in the ministries of the Church. In coordination with the Parish Nurse plan and participate in a continuous visitation ministry of senior adult members, particularly those in hospitals, nursing homes, and homebound shut-ins.
- Keep Church informed of senior adult needs and ministry plans through all appropriate channels
- In coordination with the Facility Manager determine when outside contractors are required to perform work or services within the FLC. All Agreement for Services must be reviewed and approved by the Administrative Council. Manage the performance of outside contractors.
- Develop and maintain a facilities maintenance annual calendar
- Administer benevolent ministry of the church in conjunction with the Benevolent Ministry Task Force

- As a Staff Team member participate in a weekly hospital visitation schedule
- Enlist church members to participate in programs
- Perform other duties as assigned by the Senior Pastor

You may send your resume to:

FLCDirector@fbcmaryille.org

or to

Family Life Center Director Position
First Baptist Church of Maryville
202 West Lamar Alexander Parkway
Maryville, TN 37801