

# **Job Description – Associate Pastor of Family Ministries**

## **Principle Function**

The Associate Pastor of Family Ministries is responsible for leading the Education Ministry (all ages) and the Student Ministry (grades 6-12) in alignment with the current church-wide vision. While the focus of his ministry will be education and students, he will also be a minister of the congregation-at-large. He shall perform his duties in accordance with the teachings of God's Word and the Baptist Faith and Message 2000.

## **Immediate Supervisor**

- The Associate Pastor of Family Ministries is under the direct supervision of the Senior Pastor. The Church Council and Human Resources Committee may also provide supervision and accountability.

## **Education/Skills/Experience**

- Seminary degree required. On-going desire and willingness to continue in education/professional development is expected.
- 3+ years' experience in a similar ministry-related role is preferred.
- Ability to plan, organize and direct the education and student ministry of a growing church.
- Skills in ministry oversight, planning, budgeting and forecasting.
- Ability to deal effectively and tactfully with church personnel, church members and general public.
- Ability to recruit, train, support, evaluate, and affirm others to teach students/families.
- Able to submit to the spiritual authority of the Senior Pastor.
- Must be capable of administering Church policies and procedures.

## **Education Ministry Responsibilities (all ages)**

- Educating the congregation to make disciples who make disciples by reaching, teaching, training, and sending them into the community and world.
- Lead, coach and manage ministry teams such as Children's Council, Student Council, Sunday School teachers, and other Lay Leaders who coordinate, provide support and discipleship for children, students, and families within the congregation.
- Provides staff supervision and guidance for the planning, coordinating and evaluating of the total education and discipleship ministries to include children.
- Serve as Sunday School Director.
- Develops education and training programs for church Sunday School and Small Group teachers, including but not limited to, teacher training, quarterly teacher's meetings, and study seminars.
- Assist in developing reproducible discipleship strategies.

## **Student Ministry Responsibilities**

- Minister to students between 6<sup>th</sup>-12<sup>th</sup> grades to develop a close walk with Jesus Christ and an understanding of what they believe, why they believe it, why it matters, and how to defend their faith as they enter college or a career.
- Encourage and equip church members to provide leadership and mentoring for students and support families as they raise their students in the faith.
- Encourage and lead parents to assume biblical role as primary disciplers of their students.

- Plan, organize and implement all Student Ministry programs utilizing the Student Council. This should include (but not be limited to) Sunday morning, Sunday evening, and Wednesday night.
- Oversee the discipleship and mentoring relationships for the students.
- Plan, organize, and implement all special events for students (summer camps, mission trips, youth events, etc.).
- Seek to reach area students evangelistically with the gospel (FCA, Upward basketball, Fields of Faith, etc.)

### **Associate Pastor Responsibilities**

- Prepare and present to the Stewardship Committee an annual budget for all education and student ministries expenditures, and maintain a balanced budget throughout the year.
- Be available to preach in place of the Senior Pastor when needed.
- Assist with the on-going care of the congregation.
- Assist with hospital visits, nursing home visits, and extended care situations of the congregation.
- Provide basic counseling when appropriate.
- Assist with weddings and funerals when necessary.
- Serve as needed among various committees and leadership teams in the church.

### **Administration**

- Attend weekly staff meetings, annual planning sessions, and staff retreats.
- Serve as advisor to the Church Council.
- Provide appropriate and timely ministry related announcements through all communications outlets.
- Participate in the overall life of the church and support its total program.
- Vision and ministry needs are subject to change. Be willing to fulfill new assignments or relinquish responsibilities as deemed necessary by church leadership.
- Perform other ministerial functions as assigned by the Senior Pastor.