

First Baptist Church
JOB DESCRIPTION

Job Title: Pastor/Director of Children and Activities
FLSA: Exempt

Staff Level: Full Time
Reports To: Associate Pastor

A. BASIC PERSONAL RESPONSIBILITIES

- Provide overall leadership to all areas of the birth-grade 5 ministry (Preschool, Children)
- Supervisor of all birth – grade 5 ministry leaders
- Supervisor of Mother’s Day Out Director.
- Supports and believes in the overall ministry, vision, and direction of First Baptist Church.
- Work in conjunction with the senior pastor to establish a strong staff unity.
- Work with the senior pastor to implement the overall vision and direction of the church.
- Conducts themselves in such a manner that models authentic Christianity by maintaining a consistent relationship with the Lord and maintaining stable mental and emotional well-being.
- Demonstrates care and concern towards fellow workers, members of the congregation and the community, and demonstrates a servant’s attitude at all times.
- Endorses and displays support of the church’s mission, vision, values, and operating principles.
- Keep family in the right position of priorities and see that they come before everything except their personal relationship with the Lord, even before the work of the church.
- Personally presents the Gospel consistently and intentionally.

B. JOB SUMMARY

The Pastor/Director of Children and Activities is the advocate for the generations of the church and will oversee the structures and atmosphere of the church to ensure that the family of God is working together to make disciples of the next generation. The Pastor/Director of Children and Activities will develop and oversee a balanced program for children and families as well as leadership that focuses on outreach, discipleship, fellowship, ministry opportunities, and worship. The Pastor/Director of Children and Activities will oversee the general operations, activities, and staffing of the Family Life Center.

C. SKILLS REQUIRED

- The Pastor/Director of Children and Activities should have a bachelor’s degree from an accredited college or university.
- The Pastor/Director of Children and Activities must feel called.
- The Pastor/Director of Children and Activities must be able to take a strong stand for, and be a strong advocate for Family Ministry.
- The Pastor/Director of Children and Activities should have a working knowledge of computers and computer applications, such as Microsoft Office, and be willing to learn relevant church related applications.
- The Pastor/Director of Children and Activities must be highly organized and possess the ability to organize tasks and establish priorities.
- The Pastor/Director of Children and Activities must be a self-starter and have the ability to multi-task.
- The Pastor/Director of Children and Activities position will require occasional lifting of 24-50 pounds.

D. ESSENTIAL FUNCTIONS

CHILDREN'S MINISTRY

- Provide leadership and vision for the overall Birth – Grade 5 Ministry
- The Pastor/Director of Children and Activities will oversee the discipleship systems from cradle to Grade 5 and to their parents.
- The Pastor/Director of Children and Activities will work closely with the adult discipleship leaders to ensure that parents are prepared to lead their children and that young people have spiritual mentors when their parent cannot be the model.
- As a Supervisor – responsibilities include, but are not limited to recruiting, evaluating and training of Children's Ministry staff team.
- The Pastor/Director of Children and Activities will develop a comprehensive ministry program for families geared towards fellowship, outreach, equipping, parenting, and overall church commitment and involvement.
- Help educate parents by providing opportunities for parents to gain more confidence in biblical parenting skills through various events and seminars.
- Studying and making recommendations for needed changes to develop a comprehensive family ministry.
- Provide leadership to mission involvement and evangelism training.
- Develop relational ministry with parents and adult volunteers.
- Oversee budgeting for the Children's ministry area and follow church financial policies and procedures for handling church funds.
- Oversee the children's ministry interns in conjunction with the overall intern ministry of FBC.
- Carries out other duties as assigned by Associate Pastor.

ACTIVITIES DIRECTOR

- The Pastor/Director of Children and Activities will oversee the recruitment, hiring, and training of all volunteers and staff for the Family Life Center
- Will oversee the Family Life Center programming calendar and communicate to the church.
- Will develop a vision for use of the Family Life Center to reach the communities and families.
- Will specifically develop, plan, and execute specific programs to reach children and families (example, Upward, Awana, etc.)
- Oversee budgeting for the Family Life Center and follow church financial policies and procedures for handling church funds

E. TIME REQUIRED

- Full time Exempt

F. BENEFIT INFORMATION

- Enrollment into the retirement plan in which First Baptist Church participates.
- Salary – to be discussed.
- Vacation – to be discussed.