

## **JOB DESCRIPTION**

### **Family Ministry Pastor First Baptist Church Spartanburg**

#### **SUMMARY**

The Family Ministries Pastor reports to the Executive Pastor of Ministry (XPM). The role provides spiritual, strategic and leadership oversight to execute the Family Ministry portion of saturating Spartanburg, the Carolina's and the World with the Gospel. This is a "leader of leader's" role and provides direct oversight for Birth through Fifth Grade Children's Ministry, paid staff and volunteers and Pre-School staff.

#### **Ministry Responsibilities:**

##### **1. Staff Leadership**

- Provide regular, intentional leadership development training for all team members.
- Meet regularly with Family Ministry Staff for coaching, planning and ministry alignment.
- Hold staff accountable for tasks, deadlines, and behavior.
- Evaluate staff regularly to provide feedback and keep them on mission.

##### **2. Ministry Responsibility**

- Be the engaged, leadership face of 1<sup>st</sup> through 5<sup>th</sup> Grade Ministry.
- Develop a comprehensive Family Ministry Strategy to accomplish the vision of saturating Spartanburg, the Carolina's and the World with the Gospel.
- Determine Scope and Sequence for all curriculum and resources to create a clear and comprehensive spiritual development model for children.
- Develop a parent ministry model in partnership with groups and discipleship Pastor that address the spiritual and functional skills of Christian parenting.
- Partner with other ministries/leaders to provide children's ministry support for other church ministries/groups (EX: Men's, Women's, Groups and Discipleship).
- Clarify the purpose, align the staff and provide leadership for the weekday (Monday - Friday) Preschool/Daycare Ministry.
- Develop new staff, staff models and volunteer structures that support church health and growth.
- Research and future-cast ministry trends, growth needs and issues that will impact ministry in the coming 18-36 months.

##### **3. Financial**

- Oversee financial status of all Family Ministry related expenses.

- Give LP and XP's feedback, progress updates and information necessary to guide informed financial and staffing decision related to the support of Family Ministry.
- Lead and create a visionary Family Ministry budget.
- Work with staff to keep ministries on budget and on mission.

### **Staff Responsibilities**

- Establish regular office hours. Monday through Thursday; around 8 -10 hour days for an average of 36-40 office hours per week. Plus 5-7 hours of ministry on evenings or Sunday's for a range of 40 to 45 hours. Hours are dependent on season and ministry activity.
- Support a professional work environment in your conduct, language and dress.
- Weekend involvement. All ministry staff is involved and available throughout the Sunday services.
- Participate in caring for the FBS family.
- Commit to improving leadership skills by actively pursuing continued education through the study of various materials and/or attending conferences/classes that would strengthen the ministry.
- To encourage and pray for members of all FBS ministries.
- Participate with staff to build a sense of team loyalty and a passion to serve and build God's kingdom together.

### **Personal Responsibilities:**

- To be growing in relationship with Christ and developing the disciplines for spiritual growth - including Bible study, prayer, and consistent tithing.
- A heart and passion for the vision and direction of FBS.
- Protect the unity of the church.
- Maintain a healthy work/life/hobbies balance.

### **EDUCATION & EXPERIENCE:**

- Minimum of a bachelor's degree and 5 -years experience in a church of 1,000 + weekly attendance is required. A seminary degree is preferred but not required; however, a solid foundation of biblical doctrine and theology is necessary for this role.