



Job Description
Children/Youth Ministry Associate
First Baptist Church of Murphysboro

Hours: Full-time
Classification: Salaried, non-exempt
Supervisor: Senior Pastor
Benefits: As specified in First Baptist Church's Personnel Handbook

Description

The Children/Youth Ministry Associate will develop and oversee a comprehensive program of ministry to the children/youth from birth to grade 5 and Middle School/High School.

Job Responsibilities

- The Children/Youth Ministry Associate is expected to work with the Senior Pastor in promoting spirituality, evangelism and church growth. This person will report to Senior Pastor.
- Develop an overall purpose statement to guide the children and youth ministry.
- Plan and oversee activities for all age groups: children and youth. These activities may include, but not be limited to camps, retreats, conferences, concerts, service projects, mission trips and other activities that enhance the overall goals of the children/youth ministry.
- Coordinate and oversee the annual Vacation Bible School.
- Assist with specially-planned children's programs, such as during the Christmas and Easter seasons.
- Attend the monthly staff meeting and other meetings with the pastoral staff as needed.
- Work cooperatively and harmoniously with church staff and leaders in ways that fulfill the goals, purposes and vision for ministry determined by the leadership.

- Must communicate with Senior Pastor concerning any counseling with children, youth or parents.
- Should have third party present during all counseling.
- Make financial arrangements regarding trips and events, with Leadership Council approval, and take an administration role for securing reservations and registrations.
- Develop a team to assist with the planning and carrying out of the ministry and will spend a significant amount of time recruiting, training and supporting this ministry team.
- Handle communications with the group by e-mail, texting, calling, newsletters, mailings, website and word of mouth and other appropriate social media.
- Participate in community-wide children/youth ministry efforts as opportunities arise.
- Foster family participation and growth by getting to know the children/youth and encouraging family involvement with children/youth activities as appropriate.
- Work with volunteer team to create opportunities for parents/families of children youth to attend and participate in Small Group/Bible Study during regular weekly scheduled activity times for children/youth.
- Other duties as assigned.

Qualifications and Requirements

- Must have a personal and growing relationship with Jesus Christ.
- Must demonstrate a high level of trustworthiness, and the ability to maintain strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical, including, but not limited to social networks and word of mouth.
- Must be able to communicate well, both verbally and in writing.
- Must be a self-starter and have the ability to set timetables and accomplish them.
- Must display a pleasing public appearance and demeanor. Good people skills are crucial!
- Must be able to readily adapt to changing requirements and need.
- Must be certified in CPR – training will be provided.
- Must work well in a team environment, with the overall goal of assisting the ministry staff and the church congregation in their respective ministries.
- Must be able to readily adapt to changing requirements and needs, new technologies and a sometimes hectic office environment.

- Must attend FBC Church Services regularly.
- CDL license recommended.
- Attend monthly Leadership Council meetings and other team meetings as appropriate.

- **Support Resources**

The Children/Youth Associate will receive the support of the Senior Pastor in his/her ministry responsibilities and will be able to meet regularly with the Senior Pastor for support, prayer and direction. The Children/Youth Associate will also receive the support of the Leadership Council and may meet with the Leadership Council as is deemed necessary to clarify expectations and to seek counsel for the overall direction of the ministry.

First Baptist Church will, prior to employment, require that applicant undergo a background check and may include a credit check. The position may require being bonded. Any expenses associated with this process will be paid for by the church.

Salary

Salary will be determined at time of hiring.

First Baptist Church of Murphysboro
401 N. 15th St.
Murphysboro, IL 62966
(618) 687-1769
office@fbcmurphy.org

July 2020