**Concord Baptist Church**

**9670 GA-18**

**Concord, GA 30206**

**POSITION DESCRIPTION**

**Position Title: Minister of Students and Family**

**Position Type: Full time, 40 hours per week**

**Budgeted Salary: Salary Commensurate With Qualifications**

**DUTIES AND RESPONSIBILITIES:**

**Broad Function:**

The Minister of Students and Family has overall responsibility for family ministry. Primary focus directed on the Children (preschool – 6th grade) and Youth (7th- 12th grades).

* Develop and execute a planned, comprehensive program of Children Ministry and Youth Ministry.
* Mentor children and youth to help support the spiritual growth and discipleship process.
* Develop and lead volunteer ministry teams for children and youth programs in conjunction with standing committees.
* Intentions to live in Pike County (within 6 months of accepting the positon) and be an active member of the community at large.

**Qualifications, Knowledge, Skills and Abilities Required:**

The Minister of Students and Family must be called to ministry. The minister must understand and adhere to Baptist theology and practice. The ideal candidate will hold a Seminary degree or be actively pursuing completion of a Seminary degree.

The Minister of Students and Family must have a college degree and experience with children/youth development and learning. The minister must demonstrate ability to organize and manage programs designed to help younger Christians grow in their knowledge of Bible teachings and Christian standards.

The Minister of Students and Family will demonstrate a working knowledge of computer/technology skills to maximize church presence on social media. A working knowledge of software such as Word, Excel, and PowerPoint is necessary as well.

**Responsibilities and Duties of the Position:**

* Plan and coordinate all children and youth activities (facilitating/providing supervision).
* Recruit, train and lead volunteers for children/youth ministry teams.
* Coordinate Children’s church and Sunday school (including schedules, recruiting, and curriculum) with the standing committee.
* Act as Director of Vacation Bible School. Coordinate all aspects such as scheduling, theme, curriculum, worker recruitment, etc.
* Plan and participate in outings (along with ministry team members) such as camps, beach trips, overnight retreats and other events/activities for children and youth.
* Teach Sunday school for Youth grades and lead Wednesday night youth program in conjunction with the standing committee.
* Coordinate with the Senior Pastor in recruiting and involvement of young people in church wide activities.
* In conjunction with Senior Pastor, develop and plan family visitations and recruitment.

**Supervision:**

The Minister of Students and Family is under the general supervision of the Senior Pastor and Personnel Committee. The minster will work closely with and provide quarterly progress reports to the Senior Pastor and congregation.

The Personnel Committee will review this job description annually and meet with the Minister of Students and Family annually or on an “as needed basis” to discuss personnel issues related to requirement of the position.

**General:**

The Minister of Students and Family candidate will consent to a background check, DMV driver’s check, and test for substance abuse. Any offer of employment is contingent upon satisfactory results being obtained in all three areas showing no history of criminal activity, evidence of safe driving history, and no evidence of substance abuse.

Candidates will provide written reference from a professional member of clergy sufficient to substantiate skill and character as pertains to work with children and youth.

Employment will be considered probationary for 6 months.