

CHILDREN AND FAMILIES DIRECTOR (JACKSONVILLE CAMPUS)

Principal Function: The Children and Families Director is responsible for planning, coordinating, directing, and evaluating the church ministries for children and families as outlined. The Children and Families Director must have a broad vision for the future growth, development, and outreach of these ministries meeting the needs of the church and community. Family ministries include, but are not limited to, Bible studies, summer programs, and festivals. The children's ministries include all activities involving children in 1st through 6th grades.

Qualifications: A committed Christian and a Southern Baptist, one who demonstrates a growing Christian lifestyle and dedication in the local church. Possesses skills for working with and relating to children and their parents, working with church staff, and ability to recruit and train volunteers. Possesses knowledge of child development, age-group curriculum, safety, and will be willing to continue to participate in workshops to grow in knowledge of these areas. Submits to a clearance by the Alabama State Central Registration on Child Abuse/Neglect through the Alabama Department of Human Resources.

Work Schedule: Part Time

Hours: 15-20

Supervisor: Small Groups Pastor

Responsibilities:

1. Work closely with the Children's leadership, maintaining its mission and periodically reviewing its goals and policies.
2. Assist the stewardship team by developing an annual budget for children's ministry.
3. Involve and expand the children's ministry in the outreach program of the church.
4. Conduct, periodically, a survey of parents concerning the needs of this ministry.
5. Identify and review new or existing curricula for the children's ministry that meet the needs of children and families.
6. Develop theme-related summer activities for families.
7. Maintain, support, and grow programs of Bible study and ministry.
8. Be responsible for occasional after-school programs for children in grades 1-6.
9. Promote all family and children's activities, and offer opportunities for children and families to grow in their Christian walk.
10. Screen, enlist, and train workers for children's activities.
11. Research and develop community outreach programs based on the needs of children in grades 1-6 and their families (i.e. summer care program involving art and music).
12. Other duties related to children and families that are directed by the Supervisor.

STUDENT DIRECTOR (EAGLEPOINT CAMPUS)

Principal Function: The Student Director will minister with and through the congregation of the EaglePoint Campus to seek to win students (seventh through twelfth grades) to Christ and help them grow as Christians through discipleship and service. The Student Director will report to the Campus Pastor on Sunday's and to the full-time Student Pastor weekly in order to carry on the mission of student ministry on the EaglePoint Campus.

Qualifications: The Student Director, a committed Christian and a Southern Baptist, will be a person of highest Christian character and integrity who is called by God into ministry.

Work Schedule: Part Time

Hours: 15-20

Supervisor: Sunday's (Campus Pastor); Weekdays (Student Pastor)

Responsibilities:

1. Work as a team member with the staff of First Baptist Church.
2. Work to build relationships with and engage students at the EaglePoint Campus with the student ministry of the church.
3. Work closely with the Student Pastor to implement a strategy and budget to reach and disciple students and involve them in the life of the EaglePoint Campus.
4. Cooperate with the church staff in planning; enlisting and developing leaders, and implementing the education ministry for students and their families.
5. Work with the Nominating Team in identifying and selecting leadership for the Youth ministries.
6. Serve as staff liaison to selected committees as deemed necessary by the Campus Pastor.
7. Perform other duties as assigned by the Campus Pastor.

CHURCH ADMINISTRATOR JOB DESCRIPTION

Principal Function: The Church Administrator is responsible for managing the business affairs of all campuses of the church and working with church members and staff to achieve the church's missional objectives. The Church Administrator will be extending the ministry of First Baptist Church to our employees, our members, and the surrounding community.

Qualifications: A bachelor's degree in business or a related field or equivalent experience preferred. A committed Christian, a Southern Baptist, and a regular participant in the life of First Baptist Church. Can conceptualize administrative and managerial work as ministry and verbalize the function of the job as ministry. Knowledge of computer systems, including word processing, electronic communication software, and membership software. Timely and consistent attendance, and availability in the evenings for various team meetings.

Work Schedule: Part Time

Hours: 28-32

Supervisor: Pastor

Responsibilities:

1. Give general direction and supervision to the weekday operation of the church office and staff; coordinate their vacations and leave time.
2. Direct the maintenance program of the church; work with the Facility Team to establish a maintenance and housekeeping schedule.
3. Supervise the custodial staff.
4. Serve as purchasing agent for the church.
5. Work with the Pastor in giving leadership to the Stewardship Team in promoting a year-round stewardship emphasis.
6. Assist in coordinating budget requests to be recommended to the Stewardship Team.
7. Maintain an inventory of church property and equipment at all campuses.
8. Evaluate periodically the insurance needs of the church in cooperation with the Facility Team.
9. Perform other duties as assigned by the Senior Pastor.

PRESCHOOL AND CHILDREN DIRECTOR (EAGLEPOINT CAMPUS)

Principal Function: The Preschool and Children Director (EaglePoint Campus) is responsible to the Campus Pastor for planning, coordinating, directing, and evaluating the church ministries for families and children as outlined. The Preschool and Children Director must have a broad vision for the future growth, development, and outreach of these ministries meeting the needs of the church and community. The preschool and children's ministries include all activities involving preschool and children.

Qualifications: A committed Christian and a Southern Baptist, one who demonstrates a growing Christian lifestyle and dedication in the local church. Possesses skills for working with and relating to preschoolers and children, their parents, working with church staff, and ability to recruit and train volunteers. Possesses knowledge of child development, age-group curriculum, safety, health and nutrition, and will be willing to continue to participate in workshops to grow in knowledge of these areas. Submits to a clearance by the Alabama State Central Registration on Child Abuse/Neglect through the Alabama Department of Human Resources.

Work Schedule: Part Time

Hours: 15-20

Supervisor: Campus Pastor

Responsibilities:

1. Work closely with the Children's leadership, maintaining its mission and periodically reviewing its goals and policies.
2. Assist the Campus Pastor in developing the annual budget.
3. Involve and expand the preschool and children's ministry in the outreach program of the church.
4. Conduct, periodically, a survey of parents concerning the needs of this ministry.
5. Identify and review new or existing curricula for the preschool and children's ministry that meet the needs of preschoolers and children.
6. Work with leadership in developing and maintaining a strategy for equipping families to live and grow in the Word of God.
7. Work to create an environment of excellence where families are welcomed, children are safe, well-cared for, and taught each week.
8. Screen, enlist, and manage workers for children's activities.
9. Research and develop community outreach programs based on the needs of children in grades 1-6 and their families.
10. Other duties related to families and children that are directed by the Campus Pastor.