

**THE FIRST BAPTIST CHURCH**  
**Henderson, North Carolina**  
**Minister of Families and Formation**

**POSITION OVERVIEW:** The Minister of Families and Formation is responsible for the overall efforts of First Baptist in faith formation with a particular emphasis upon the formation of children (birth through 8<sup>th</sup> grade) and their families.

**GENERAL EXPECTATIONS**

All employees of the First Baptist Church are expected to demonstrate Christian virtue, compassion, and dedication to God and others in all their interactions. We value professional service delivered in humble and joyful collegiality with other staff and members of the congregation. While each employee has unique responsibilities, all serve together as a team. The Senior Minister serves as head of staff and delegates supervision of all employees as noted in the Organizational Chart.

**SUPERVISOR:** Senior Pastor

**SUPERVISORY RESPONSIBILITY:** Nursery workers (paid and volunteer)

**DUTIES & RESPONSIBILITIES**

**A. Family and Formation Ministries**

1. Develop and maintain an overall strategy for Christian Formation.
2. Develop and maintain an overall strategy for Christian Ministry.
3. Recruit, develop, and deploy volunteers for Family Ministry.
4. Plan, conduct, and promote the teaching ministry of the church including Sunday School and other small group opportunities. Provide teacher training and development, group leadership development and support, and literature on a consistent basis and/or on request.
5. Provide opportunities for growth in individual and corporate discipleship and spiritual development through retreats, seminars, special events and ongoing ministries, utilizing a variety of available resources and involving leadership from members of the congregation.
6. Select and order curriculum, recruit and train volunteers for weekly children's Sunday School
7. Plan, prepare, and carry out additional formational content for children outside of Sundays with weekly, monthly, and annual programs and events.
8. Ensure new children and families are welcomed and educated in available church ministries.
9. Work with Senior Minister in providing oversight and support to Parent-Child Dedications.

10. Ensure childcare is provided for all weekly worship services- paid Staff, volunteers, and childcare hosts.
11. Plan and develop opportunities for families for formation and fellowship outside of routine weekly ministries
12. Provide oversight and guidance for all committees/teams related to Formation and Children's ministry by casting a vision for these ministry areas by equipping committee members and working with lay volunteers to execute the ministry plans
13. Develop intergenerational opportunities for mentoring and formation.
14. Oversee the implementation of the Children and Youth Protection Policy as it relates to Children's Ministry

**B. Collaborative Ministry**

15. Work with the Minister of Music and Worship to find ways to integrate worship/music education with Christian formation for children and youth. Promote the engagement of children (and parents) within these ministries.
16. Work with the Minister of Youth, Young Adults, and Mission to involve children and their parents in mission activities at First Baptist.
17. Actively attend and participate in weekly staff meetings, staff visioning retreats, and staff worship planning as requested by the Senior Minister.

**C. Pastoral Care/Worship**

18. Communicate regularly with other staff members about church member adversity, concerns, criticism, and praise
19. Provide ongoing pastoral care to children and their parents, and work with the Senior Pastor to determine when additional care is needed.
20. Advise and counsel church members when called upon

**D. General Administration**

21. Collaborate with appropriate committees to formulate program budgets and provide fiscal oversight.

**E. Personal and Professional Development**

22. Maintain a disciplined devotional and prayer life
23. Attend conferences and retreats that will enhance spiritual and professional growth
24. Become a part of a network of peers for advice, resources, and counsel