

Full-Time Family Life Ministry Director Description

Grace Baptist Church
400 Burnt Plains Rd.
Milford, CT 06461
203-874-8928
Church Website: gbcmilford.com

Contact Person: Pastor Joe Mixie
203-606-0106 - C
e-mail: joemixie@gbcmilford.com

A. Expectations:

- A love for God and His Word.
- Character that is above reproach, marked with humility and with private and public conduct worthy of the calling to which we have been called (Eph. 4:1), both as a follower of Jesus and as an official representative of the church.
- A clear sense of calling for children's ministry.
- A gospel-centered passion to see children come to know, love, and follow Christ.
- Strong interpersonal, organizational, and communication skills.
- Formal training (preferred) in Christian education or children's ministry.
- Leadership experience in children's ministry (paid or volunteer).
- Must be member of GBC or willing to join
- Must attend Sunday Worship regularly
- Reports to Elders
- Attends All Boards meeting each month
- Regularly meets with volunteers and parents
- Affirmation of the GBC's Statement of Faith
- Submit to and pass a background check.

B. Responsibility for all GBC Children's Ministries

1. Responsible for Curriculum and Supplies

- Choose and develop class curriculum for all classes
- Make sure all class have necessary supplies

2. Responsible for the development of GBC Children's Ministry Team of Co-workers

- Develop all volunteers through continuing education and training.

3. Promote all GBC children's ministries

- Responsible for all communication about GBC Children's Ministries
 - o Bulletin inserts
 - o Bulletin Boards in church
 - o Sunday morning advertisement
 - o Social Media sites and community outreach

4. Maintain Parent, Child and Volunteer Information and Contacts

- Up-date GBC Children's Ministries volunteer information and forms
- Current medical information regarding children (allergies, medications, etc.)
- Keep parents informed about GBC Children's Ministries
- Conduct periodic parent meetings

5. Current Children's Ministries:

Sunday Morning Children's Ministries

- Staffing of all classes
 - o 1st Service Nursery (9:00-10:00 AM)
 - o 1st Service Kindergarten to 5th Grade (9:00-10:00 AM)
 - o 2nd Service Nursery (10:30-11:30 AM)
 - o 2nd Service 5 yrs. old to 2nd Grade (10:30-11:30 AM)
 - o 2nd Service 3rd Grade to 5th Grade (10:30-11:30 AM)
 - o Or as necessary

6. Wednesday Family Night (6:30-8:00 PM)

- Staffing of all classes and activities
 - o curriculum
 - o Nursery
 - o Kid's Club (5 yrs. Old to 5th Grade)

7. VBS

- Direct and coordinate annual GBC VBS
- Staff all activities

- Evaluate and purchase VBS curriculum
- Obtain all supplies
- Coordinate volunteers

8. Develop new and enriching children's ministries

- Special events
- Special calendar events (Easter, Christmas, Harvest Party, etc.)
- Sunday Worship participation (Children's choir, Christmas play, etc.)

Youth Ministry Responsibilities

Main Responsibility:

To develop spiritual maturity in the youth at Grace Baptist Church

Specific Duties:

1. Responsible for all aspects of Youth Sunday School

- Lesson
- Food
- Activities
- Recruiting adult leaders
- etc.

2. Responsible for all aspects on Wednesday Night Youth Group

- Lesson
- Food
- Activities
- Recruiting adult leaders
- etc.

3. Responsible for all aspects of Youth Activities

Such as Winter Retreat, Brave Generation, Special events and activities, Missions Trips, etc.

- Planning
- Chaperones

- **Transportation**
- **Lodging**
- **Costs**
- **etc.**

4. Develop Christ-Centered relationships with youth

- **Providing a solid Christian role model for the youth**
- **Spending time with the youth**
- **Counseling the youth**

5. Responsible for the Youth Budget:

- **Develop and manage youth budget**
- **Currently at \$5,000**

Youth Group Goals:

- 1. To develop spiritual maturity in the youth at Grace Baptist Church**
- 2. Increase the size of the youth group at Grace Baptist Church**
- 3. Have an impact on the youth in our surrounding community**

Requirements:

- 1. Degree in Youth Ministry or related field preferred**
- 2. Appropriate experience in youth ministry, preferably in a church setting**
- 3. Agreement with our statement of faith (see gbcmilford.com)**
- 4. Agreement with Reformed Theology**

Our Youth Group currently has 20-25 youths

We have also completed construction of a \$400,000 Youth Center.

Family Ministry Responsibilities

- **Develop family-oriented ministry**
- **Develop Agape Ministries (Married couples ministry)**
- **Develop Dinner Theater Ministry**

Single, College and Career Ministry Responsibility

- **Develop single adult ministry**
- **Develop college ministry**
- **Develop career ministry**

Salary and Benefits Commensurate with experience

- **Medical benefits**
- **Salary**
- **Retirement**