



Position Description ***Student Ministry***

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be performed by the individual currently holding this position, and additional duties may be assigned. Further details regarding employment and benefits may be referenced in the current version of the FBCH Employee Handbook.

POSITION: Associate Pastor of Student Ministry

REPORTS TO: Senior Pastor and the Personnel Committee

POSITION SUMMARY: The Associate Pastor of Student Ministry proclaims the Gospel of Jesus Christ and Biblical revelation and engages in pastoral care by developing, coordinating, and administering an effective and comprehensive student ministry program through overseeing and encouraging the spiritual development and maturity of youth in grades 7-12.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent, with Masters in Youth or Education ministry preferred; or three to five years of related education/youth experience and/or training; or equivalent combination of education and experience

DUTIES AND RESPONSIBILITIES:

- Supervise the Student Ministry in worship, education, spiritual development, evangelism, missions, fellowship, relationships, ministry with parents, and relationship and ministry with the community
- Regarding the area of Student Ministry, establish goals and objectives, oversee usage of facilities, recruit and train volunteers, plan an appropriate budget, and regularly communicate with committees, parents, students, and church body
- Manage and maintain various forms of appropriate communication with youth and youth parents
- Maintain proper communication and information concerning youth and youth events through approved media outlets, including on social media
- Work with youth leaders in developing Bible studies, activities, and curriculum
- Work with Youth Committee in scheduling youth events and planning the annual budget
- Oversee the planning of special services and/or events involving youth
- Oversee the care and the purchasing of youth equipment used in the youth room
- Develop and implement programs to effectively transition youth to each grade level
- Counsel youth and parents as appropriate
- Teach classes as needed and lead in the mid-week program for youth
- Keep current on youth trends, ministry resources, and education of youth by attending approved training and conference events
- Regularly attend and engage in youth group members' school and extracurricular activities
- Assist the Senior Pastor in the preaching and teaching ministries of the church as requested
- Assist the Senior Pastor and ministry team by performing pastoral duties, such as but not limited to hospital or nursing home visits, on a regular basis
- Represent the church by serving as ex-officio on certain church committees
- Work and form relationships with local student ministry/youth pastors in the community for collaboration, engagement, and support
- Maintain a vital and personal relationship with the Lord through regular Bible study and prayer to effectively lead and set an appropriate example for the church and its members
- Maintain effective verbal and written communication with the church and/or oversee effective communication is provided to church members
- Maintain proper priorities at home with spouse and children

- Maintain a positive witness in the community and harmony within the church as a paid representative of FBCH
- Proficient familiarity with Microsoft Office Suite and general computer knowledge preferred
- Perform other duties as assigned by the Senior Pastor and/or Personnel Committee

PHYSICAL REQUIREMENTS:

- Must be able to regularly sit, stand, kneel, lift, talk, hear, walk, move, and perform the essential job functions



Position Description ***Recreation Ministry***

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POSITION: Recreation Ministry

REPORTS TO: Senior Pastor and the Personnel Committee

POSITION SUMMARY: The pastor responsible for the Recreation Ministry will lead and/or oversee, plan, and evaluate the programming of the Recreational Outreach Center and recreational activities for the church body and members of the community.

EDUCATION AND EXPERIENCE:

- Previous experience working with or leading recreational activities, events, or programs for various age groups preferred

DUTIES AND RESPONSIBILITIES:

- Plan, coordinate, execute, and evaluate the scheduling and administration of recreational activities for FBCH, the Recreational Outreach Center, and community use of FBCH recreational facilities and equipment
- Recruit and train volunteers to supervise the ROC desk, utilize recreation software, and oversee recreation programming
- Maintain and supervise the care of the Recreational Outreach Center and its equipment
- Schedule any birthday, work, or other requested events with the church master calendar
- Schedule recreational sport leagues using FBCH facilities and/or equipment
- Work with the Recreation Committee to plan leagues, volunteer recruitment and training, and inventory maintenance
- Maintain familiarity with current sport trends for awareness, relativity, and possible implementation at FBCH
- Maintain involvement in the overall outreach and evangelism strategy of the church
- Maintain effective verbal and written communication with the church and/or oversee effective communication is provided to church members
- Maintain proper priorities at home with spouse and children
- Maintain a positive witness in the community and harmony within the church as a paid representative of FBCH
- Perform other duties as assigned by the Senior Pastor and/or Personnel Committee

PHYSICAL REQUIREMENTS:

- Must be able to regularly sit, stand, kneel, lift, talk, hear, walk, move, and perform the essential job functions
- Must be able to lift a minimum of 40 pounds