

Robinhood Road Baptist Church

Job Description

Minister to Families

Summary

The primary purpose of the Minister to Families is to provide a dependable and safe environment for youth and children where they can learn about Christ and grow in their faith through age-appropriate discipleship and mission opportunities. The Minister to Families oversees and coordinates faith-based learning opportunities for the Robinhood Road Baptist Church Preschool, Robinhood Road Baptist Church Children's Ministry, and Robinhood Road Baptist Church Youth Ministry.

Minister to Families General Responsibilities

- Maintain a balanced program planned in conjunction with the church calendar, communicating to the church family through the monthly "Encourager" and Youth Text service provided by the church's PhoneTree communication system.
 - Report to the Senior Pastor and be supervised by the Deacon body and the Personnel Committee.
 - Participate in Sunday Morning Worship service as determined by the Senior Pastor.
 - Provide pulpit supply when the pastor is away.
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Minister to Families Preschool Ministry Responsibilities

- Oversee preschool director and preschool committee.
 - Oversee and plan curriculum materials for weekly preschool chapel.
 - Serve as the Preschool Pastor and lead weekly chapel.
 - Lead weekly preschool music class. This may be through live music or video music.
 - Assist in showcasing music in yearly preschool programs.
 - Develop healthy relationships with preschool students and their parents.
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Minister to Families Children's Ministry Responsibilities

- Ensure that all children's ministry volunteers have read and signed the RRBC Children and Youth Protection Policy.
 - Coordinate children's ministry programs by establishing volunteer teams and overseeing all curriculum for programs. Programs include Nursery, Sunday School, Children's Church, Awana, and other specialized children's programming as needed.
 - Serve as Awana Pastor, working with Awana leadership to ensure the program runs smoothly.
 - Develop healthy relationships with children and their parents.
 - Coordinate, plan, and execute a minimum of one children's activity per quarter outside of normal church activities. This may include seasonal holiday parties.
 - Coordinate yearly Vacation Bible School (VBS) and lead VBS lessons.
 - Manage monthly children's ministry budgets.
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Minister to Families Youth Ministry Responsibilities

- Execute a youth ministry program with a focus on discipleship, outreach, and fellowship.
- Ensure that all youth ministry volunteers have read and signed the RRBC Children and Youth Protection Policy.
- Oversee and plan curriculum materials for all youth programs, including Sunday School, Sunday evening youth group, and Wednesday evening youth group.
- Serve as a Sunday School teacher, as needed.
- Lead youth into a deeper walk with Christ through meaningful teaching and discipleship.
- Coordinate and execute the yearly Youth Sunday service. Preach during the yearly Youth Sunday service.
- Encourage youth to integrate into church ministries.
- Interact with students during all services.
- Develop healthy relationships with students and parents.
- Plan, promote, and participate in a week-long summer youth camp or mission experience.
- Work within the youth budget and prepare an annual budget request.
- Plan and lead at least one overnight retreat in addition to the annual youth retreat.