# Family Ministry Director Job Description

**First Baptist Church Carmi · Carmi, IL**

Southern Baptist Convention (SBC) / Illinois Baptist State Association (IBSA)

## Position Summary / Principal Function

The Family Ministry Director leads First Baptist Church Carmi in a strategic family ministry to equip volunteers, families, and the church so that together they reach out, welcome in, build up, and send forth the children and youth of our church and community (Matthew 28:19–20). The Director oversees and empowers volunteer-led teams across both ministry areas.

## Ministry Department / Scope

Birth through twelfth grade and their families.

## Supervision / Reports To

Reports to the Senior Pastor. Annual ministry evaluation reviewed by the Personnel Committee.

## Status & Hours

Full-time, salaried position requiring at least 40 hours per week.

## Qualifications

- **Faith & Doctrine:** Provides evidence of being a baptized believer in Jesus Christ. In full agreement with the Baptist Faith and Message 2000 and the church's constitutional statement on marriage and sexuality (Article II).
- **Biblical Standards:** Meets the biblical standards for leaders established by the church for this role.
- **Church Membership:** Is a member of, or willing to unite in membership with, First Baptist Church Carmi.
- **Education:** Bachelor's degree in a ministry-related field preferred; Associate's degree at minimum, or equivalent ministry experience.
- **Experience:** At least three (3) years of experience leading children's, youth, or family ministry, with demonstrated success in recruiting and training volunteers.
- **Screening & Licensing:** Must pass a criminal history background check and complete church child-protection training. Holds a valid Illinois driver's license (with church van endorsement, or willingness to obtain one).
- **Residency:** Lives in Carmi or the immediate surrounding area.

## Position Responsibilities

**1. Equipping & Department Oversight**

- **Equip & Mobilize:** Recruit, screen (in coordination with the Administrative Committee), train, and encourage volunteer leaders. Provide parents and grandparents with practical tools for discipleship in the home. Engage the broader congregation to pray for and serve alongside children and students.
- **Department Oversight:** Oversee the Nursery, Sunday School, Children's Church, and Student Ministry by working through designated volunteer team leads.

- **Operations & Safety:** Select and oversee curriculum, manage check-in systems and safety protocols, steward department budgets, maintain electronic records, and facilitate the transition from preteen to youth ministry.
- **Family Ministry Leadership Team:** Lead the Children's and Youth Ministry Teams (or a unified Family Ministry Team upon church approval) to plan, evaluate, and intercede for church and community families.

**2. Weekly & Seasonal Programming**

- **Weekly Gatherings:** Ensure Sunday School and Wednesday evening programming is fully staffed with vetted, trained volunteers. Oversee the entire evening program, offer support where needed without being the sole operator in every room, and actively welcome children, students, and families.
- **Seasonal Major Events:** Plan and execute 2 to 3 major events per year for Children's Ministry and 2 to 3 for Youth Ministry (e.g., VBS, youth/children's camps, Easter events, DNOW), ensuring each event has a dedicated volunteer event coordinator.

**3. Pastoral Partnership & Community Engagement**

- **Partnership with the Pastor:** Collaborate closely with the Senior Pastor to facilitate family-strengthening classes, parenting seminars, or community events, and assist in pastoral care for families.
- **Community Visibility & Relationships:** Build meaningful relationships with families beyond Sunday mornings (sharing meals, attending athletic games, recitals, and school activities) and maintain an active, visible presence throughout the Carmi community.
- **Communications Coordination:** Submit calendar items to the Office Secretary and communicate with the entire church family about ministry updates and opportunities.

## Healthy Ministry Practices & Boundaries

- **Rhythm of Rest:** Flex/compensatory time provided following camps and multi-day retreats.
- **Shared Load:** Ensure a designated volunteer lead is in place for every ministry area so the Director does not become the default worker. Major ministry events are capped at 2 to 3 annually.
- **Proactive Planning:** Maintain an annual calendar submitted and approved by the Senior Pastor at least one season in advance.
- **Care & Accountability:** Participate in a weekly check-in with the Senior Pastor and a quarterly ministry health review. Vacation and continuing education allotment governed by church personnel policy.