



Associate Pastor for Children and Adults

Position Description

The Associate Pastor for Children and Adults is responsible for providing leadership and administrative oversight for the children and adult ministries of Forest Hills Baptist Church. This is a full-time, paid position with benefits. This position reports to the Personnel Committee as well as the Senior Pastor.

Primary Duties and Responsibilities

The success of this ministry position is dependent upon the Associate Pastor of Children and Adults working with all teams, committees, staff, and ministries to realize the overall mission of Forest Hills Baptist Church: *Love God. Love People. Live the Gospel.* Working closely with children and their families as well as young adults, men and women's ministries, and senior adults in our congregation is at the heart of this job, and it involves specific duties and responsibilities including:

Children's Ministry

1. Provide spiritual direction and administrative oversight for the children's ministries of the church.
2. Lead in planning and implementing special age-group activities and programs appropriate for the spiritual growth of children and their families including: retreats, conferences, meetings, camps, fellowships, banquets, mission activities and recreational activities.
3. Support and equip lay leaders as they minister to infants and children on Sundays, Wednesdays, and throughout the week.
4. Planning and hosting special events throughout the year to further inspire and equip children for service in God's Kingdom now, as opposed to later.
5. Providing pastoral care to children and their families in a safe and appropriate manner.
6. Equip, engage, and empower parents to continue the faith formation process in the home.

Adults Ministry

1. Provide spiritual direction and administrative oversight for the adult ministry efforts of the church including the recruiting, equipping, and empowering of lay leaders.
2. Nurture the growth of the church's Young Adult Ministry and the equipping of lay leaders in support of it.
3. Provide spiritual direction and administrative oversight for the men's and women's ministries of the church.
4. Maintain regular communication with members of the church's In Crowd population and equip lay leaders to care for this vulnerable population as well.
5. Provide timely and sufficient pastoral care to the church's senior adult population.
6. Collaborate with lay leaders to plan and host engaging, thoughtful, and informative lectures, studies, and special events for active and retired adults.

7. Provide oversight to our Guest Relations and Security teams.

Additional responsibilities

1. Participate in worship leadership as needed.
2. Serve in the weekend on-call rotation.
3. Perform other duties as assigned by the Senior Pastor.