



FIRST BAPTIST SIMPSONVILLE UPSTATE CHURCH

Position Title: Family Ministry Coordinator

Revision Date: April 2026

Reports To: Family Pastor

Job Class: Part-time

Purpose:

The Family Ministry Coordinator will assist the Family Pastor with the administrative details regarding the family ministry of the church. Areas represented in this ministry are: Kids, Students, Young Adults, Men's, Women's, and Senior Adults.

Essential Duties and Accountabilities:

General

- Assist Family Pastor as needed
- Campus One Pagers and Playbook for Family Ministry
- Run background checks for all adults working with minors for any event.
- PC Calendar Management (for all Family Ministry needs):
 - o Forms (EPs, internal, etc)
 - o Facilities: Event set up, space reservation, AVL needs, photography needs
 - o Vehicle Requests and Coordination
- First-Time Family Reports
 - o Send out for all campuses, all family ministries + campus pastors.
- Marriage Ministry assistance
 - o Fall & Spring Date Night
 - o Marriage Retreat
- Men and Women's Ministry assistance where needed

Kids

- Update Realm and PC Services w BG and Safety and Prevention Info

Students

- All Communications for Midweek, Sundays, and Events
- Promotion (Sundays, Print, Social)
- Midweek Slides
- Design Requests
 - o Event graphics, website updates
- Print Media
 - o Updated signs and graphics for events, Midweek, handouts etc.
- Background Checks for Students
- Update Realm and PC Services w BG and Safety and Prevention Info
- Event Checks/Invoices



Senior Adults

- Joy Fellowship Travel
 - o Assist senior adults in registering for trips, also by being present at Joy Fellowship events.
 - o Be the contact/go-between for the travel company and our senior adult ministry.

Position Requirements:

- Commits to abide by FBS/UC mission and vision statement and Core Values
- Affirms FBS/UC statement of faith
- Leadership: a demonstrated ability to lead people and get results through others
- Planning: the ability to think ahead and plan over a one-to-two year time span
- Management: the ability to organize and manage multiple priorities. Sound use of good judgment
- Lives a life above reproach and exercises wisdom therein
- Problem analysis and problem resolution at both a strategic and functional level
- Excellent interpersonal and communication skills
- Strong Team Player