**HOUSTON’S FIRST BAPTIST CHURCH**

**Position Assignment:**

**Proposed Job Title:** Single Parent and Blended Family Assistant **Department:** Adult GROW

**Recruited By:** Tim Young **Reports To:** SPF/Blended Family Director

**Location:** Loop Campus  **Status:** Full Time Non-Exempt

 **Proposed Employment Category:** IV

**Summary of Position:**  Primary responsibility will be to assist the Director/Minister of Single Parent and Blended Family Ministry. This position will be responsible for serving and maintaining relationships and serving as a liaison to the current Single Parent and Blended Family Ministry. To help create and develop events and activities that serve to minister and grow these ministries at Houston’s First Baptist Church. To actively engage with participants of the Single Parent and Blended Family Ministry in an administrative role.

**Purpose:** To help disciple and minister to single parents and blended/blending families through Gather, Grow and Giving strategies. To help develop a blended family ministry and share the Gospel and help create a ministry of discipleship with them.

**Duties and Responsibilities:**

Assist and help develop Single Family and Blended Family Ministry

1. Gather (outreach): through programs, activities, and equipping events.
	1. Family Camp
	2. Blended Family Retreat
	3. SPF/BF Conferences
	4. Ministry outreaches
2. Grow (discipleship): through Life Bible Study, Mid-week, seminars, Grow Groups and personal quiet time.
3. Give (service): help each person find a place to serve at HFBC, in Houston and around the world.
4. Life Bible Study: assist with volunteer logistics for LBS classes.
5. Coordinate SPF/Blended Family Director/Minister’s schedule and appointments.
6. Assist with coordinating and scheduling SPF/BF Leadership, Training and other LBS/Ministry events and activities.
7. Reconcile budgets and charges of the Ministry Office.
8. Personally, assist in the development of the SPF/BF Ministries.
9. Help maintain budget, organize, and support vision for Single Parent and Blended Families.
10. Keep focus and priority of these areas of ministry to align with the mission and purposes of HFBC.
11. Assist the Director/Minister of Single Parent and Blended Family with duties as assigned.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

[ ] Language skills [ ] Math skills [x] Reasoning ability

PC skills: [x] Windows [x] MS Office [ ] MS Outlook [ ] MS Excel

[x] Administration [x] Service to others [ ] Teacher/Leader

[x] Good Communication skills [x] Team builder [x] Self-disciplined

[x] Servant leader [ ] Decision maker [x] Strong work ethic

[x] Empathy for ministry partners [x] Attention to detail

**Education and/or Experience:** Select all that apply

[ ] College graduate preferred [x] Administrative Experience [ ] Personnel Management

[ ] Church Staff experience preferred [ ] Other: Click here to enter text.

**Organizational Relationships:** Reports to Single Parent/Blended Family Minister/Director

**Working Conditions:** Select all that apply

[x] 40 hour work week [x] Additional hours as needed [x] Occasional off campus activities

[ ] Continuing Education [ ] Specialized training [ ] Occasional travel

**Prepared By:** Tim Young **Title:** Minister of Education

**Date Prepared or Revised:** September 13, 2023

**Signature of preparer:**

I have read and received a copy of my job description.  I understand this document overrides anything I have understood in the past.  I further understand that I am expected to work according to this job description.  If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

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Employee Signature                                                                            Date**

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Print Name**