**HOUSTON’S FIRST BAPTIST CHURCH**

**Position Assignment:**

**Job Title:** Single Parent and Blended Family Ministry Director **Department:**  Adult GROW

**Hired By:** Tim Young **Reports To:** Tim Young

**Campus:** The Loop **Status:** Full Time Exempt

 **Employment Category:** IIIB

**Summary of Position:** Oversee the reaching (Gathering), discipling (Growing) and service (Giving) of the Blended and Single Parent Family Ministry through programs (Family Camps, Oasis Conference, Blended and Blessed Conference, Mentoring Program for children in single parent and blended family homes and other events), Life Bible Study, (Sunday morning, mid-week and Grow Groups studies) and through areas of service.

**Purpose:** Fulfill the Great Commission, specifically to reach and restore Single Parent Families and to equip and walk with Blended and Blending Families for Jesus.

**Duties and Responsibilities:**

Oversee and Develop Single Parent and Blended Family Ministry to families of HFBC by:

1. Gather (outreach) through programs, events, and activities including:
	1. Single Parent Family Camp
	2. Blended Gamily Retreat
	3. Oasis Single Mom Conference
	4. Other gathering events
2. Grow (discipleship) through Life Bible Study, mid-week discipleship, Mentoring Program for children of single parents, 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 – give leadership and Direction to each Blended and SPF LBS Class and coordinate volunteers as needed.
5. Lead SPF/BF leadership, training and other LBS ministry events and activities.
6. Provide leadership to the Single Parent and Blended Family staff and volunteers.
7. Personally “invest” in the leadership of Blended and Single Parent Family Ministry.
8. Develop and implement programs to grow the Blended and Single Parent Ministry.
9. Maintain budget and oversee organization.
10. Cast vision on the future of the ministry.

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

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

Computer skills: [ ] Windows [x] Mac [x] MS Office [x] MS Outlook

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

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

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

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

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

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

[x] Church Staff experience preferred [ ] Other:

**Organizational Relationships:** Reports to Tim Young

**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 [x] Occasional travel

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

**Date Prepared or Revised:** September 26, 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**