

Job Title: Next Gen Pastor – First Baptist Church of Marietta

Reports To: Executive Pastor

Application Process:

Apply by mailing a Cover Letter and Resume to brittanywilsonfbc@gmail.com

Overview:

The Next Gen Pastor position is a full-time salaried position. The Next Gen Pastor will be responsible for collaborating with the Lead Pastor, Executive Pastor, and other staff (as directed) to determine the direction of Next Gen Ministries. The Next Gen Pastor will oversee the development and implementation of ministries, programs, and milestones for ages **Birth-12th Grade**, as well as assisting the Lead and Executive Pastors with **College-Aged Young Adult Ministry (18-25)**. In the first year of employment, the majority of time will be spent on Birth-12th Grade ministries.

Duration:

One year contract with potential for renewal. This position will be evaluated at the one-year mark (from date of hire), by the Lead and/or Executive Pastor(s). A successful candidate will fulfill duties as determined by the Job Description, as well as any additional benchmarks set by the Lead and/or Executive Pastor(s). A successful candidate will demonstrate growth and movement for Next Gen Ministries at FBC Marietta.

Salary Range: \$35,000 - \$45,000 based on education and experience

Pay/Benefits:

The actual salary for this position will be determined at the time of hire, will be based on education and experience, and will be prorated based on hire date. FBC Marietta does not provide health insurance or benefits. Direct deposit is required.

Work Days/Hours:

This is a 40 hour per week position, and flex time may be granted for events held outside of work hours. Per the FBC Organizational Handbook, Sundays are a required work day for all staff members. Additional preparation should happen throughout the week, leading up to each Sunday. May include midweek events. At the time of hiring, office/work hours will be determined in coordination with the Lead and Executive Pastors.

Holidays:

Full-time church employees receive paid holidays following the federal calendar, subject to changes based on federal calendar changes; as determined by the Lead and Executive Pastor. Christmas Eve and Easter are required work days.

Time Off:

Full-time pastoral staff will be granted vacation based on the following accrual benchmarks: Until five years of full-time employment at FBC Marietta is completed, employees will receive Two weeks of paid vacation (10 days) per year. After completing five years of full-time employment at FBC Marietta, they will receive Three weeks of paid vacation (15 days) per year.

Full-time staff and additional pastoral staff will be permitted to miss up to Four (4) Sundays per year (which includes both vacation and sick time, and must use either a Vacation Day or Sick Day for Sundays missed). Employees may not miss more than 2 Sundays in a row. Time off is prorated based on hire date.

In the first year of employment, full-time staff and additional pastors may only take one week of vacation time per quarter, and may not use vacation time in the first 90 days of employment.

The Next Gen Pastor will be permitted to roll over up to One Week (5 days) per year, and may accrue a maximum of One Week (5 days) more than their yearly allotment of Paid Vacation at any time. Unused time off may not be cashed in for additional pay at the end of the calendar year, or upon dismissal. Time off refreshes in January of each year.

All requests for time off must be submitted using the process outlined in the "General Time Off Request" section of the Staff Handbook, and may be approved or denied for any reason by the Executive Pastor.

Sick Leave:

Full-time employees will accrue One (1) sick day per month, beginning at hire date. Sick days roll over, and any full-time employee may carry up to Sixty (60) paid sick days (if accrued). Unused sick days may not be cashed in for additional pay at the end of the calendar year, or upon dismissal.

Personal Leave:

Full-time employees will be granted up to Two (2) paid personal days per year. Unused personal days do not roll over and may not be cashed in for additional pay at the end of the calendar year, or upon dismissal.

Areas of Responsibility (Birth-12th Grade)

- Milestones
 - Working with the Lead and Executive Pastors to develop and implement milestones based on developmental and spiritual occurrences (ex: child dedication, salvation, baptism, graduation, transitioning to a new age group, etc.)
- Calendar Planning
 - Coordinating with the Lead and Executive Pastors for calendar planning for regular meetings, special events, volunteer trainings, etc.
- Curriculum
 - Ensuring all curriculum is approved prior to use
 - Preparing and distributing curriculum
- Volunteer Management
 - Recruiting, training, and onboarding volunteers for the Nursery, Children's and Youth teams, and for special events
 - Scheduling approved volunteers (and inputting into scheduling system)
 - Ensuring all volunteers complete annual FBC abuse prevention trainings
 - Ensuring all volunteers are up-to-date on FBC background checks
 - Communicating with volunteers
- Nursery & Children's Ministries (Birth-5th Grade)
 - Coordinating worship, discipleship, and fellowship activities
 - Coordinating VBS and other events
 - Coordinating service/missions projects
 - Coordinating with the Office Administrator to ensure paperwork is up-to-date
 - Communicating with parents, and assisting with the Approved Parent Process for accessing kids areas/events
- Youth Ministries (6th-12th Grade)
 - Coordinating worship, discipleship, and fellowship activities
 - Coordinating special events
 - Coordinating service/missions projects
 - Coordinating with the Office Administrator to ensure paperwork is up-to-date for regular ministries and for trips
 - Communicating with parents
- Planning Center administrative duties
 - Checking Planning Center regularly (at least weekly)
 - Completing assigned tasks and workflows
 - Ensuring attendance is taken and check-ins are complete for each meeting or event
- Other duties as assigned by the Executive Pastor

