

From Bro. Aaron, on behalf of the Personnel Team:  
To Raymond Road Baptist Church Family:

The Personnel Team, after much prayer and deliberation, is presenting Alisha Grace as our candidate for Family Minister, a full-time position which oversees both youth and children's ministry.

Alisha has served the Lord here at Raymond Road for one year as interim children's minister, and for 5 years as part-time children's minister. During that time, she has faithfully led volunteers, ministered to parents and children, and organized our ministry. Although she is considered part-time, she has gone overboard to be faithful to the Scriptures and to her Lord, to serve our families with compassion, to lead us to be focused on reaching out to lost families, and to serve our church in other areas that are not her primary responsibility, without complaint. She has quietly and faithfully served our church family during staff transitions and during the chaos that COVID brought to us all.

When praying about who could lead us in our ministry to youth, many people all had the same idea, and when we came together, we discovered that we were thinking alike! (Our former student pastor, Mike Brister, had also made this same suggestion.) I, as your pastor, and each individual on the Personnel Team have all noticed that Alisha's big heart for our youth has been clearly seen in the past few years. We began to pray and to discuss the possibility of Alisha as our candidate, and about what it might look like for one minister to lead us in both children and youth.

Also, Alisha is only just now available for full-time employment with us, due to a few recent changes in her family circumstances, such as a change in her husband's job and the enrollment of her daughters in school (no longer requiring her to homeschool her children).

Additionally, the Personnel Team has approved and will move forward quickly with hiring a children's intern and a youth intern. This will benefit our ministries with the blessing of energetic servants, and will benefit the interns with an opportunity to pursue their ministry calling in a real-world ministry environment.

The consideration of a full-time candidate solves several challenges that are common to a church's efforts to fill part-time positions. These challenges include finding a qualified candidate in a limited candidate pool, the possibility of part-time positions bringing a higher rate of turnover, the limits of time placed on bi-vocational part-time candidates, and the supervision of interns.

After much prayer and discussion, the Personnel Team voted unanimously on August 17 to present Alisha Grace as our candidate for full-time Family Minister. Her pay package will be increased to a full-time salary with reimbursable mileage and with benefits that include health insurance, retirement, life insurance, paid vacation time, and sick leave.

On Sunday, August 20:

- At 10:15am, the Personnel Team presents to Raymond Road our proposal.
- At 12:00pm, Alisha and Bro Aaron will meet with children's ministry volunteers and youth ministry volunteers immediately after worship, over lunch, to discuss the upcoming school year.
- At 6:00pm, our student choir, grades 1-12, have prepared some songs. They will lead us in our evening worship.
- At 6:45pm, immediately after evening worship, we will host a Q&A with Alisha in the sanctuary. We encourage all parents and youth and children to attend.

On Wednesday, August 23:

- At 6:00pm, in the youth room, Alisha will lead a worship service for children and youth.
- Also at 6:00pm, in the fellowship hall, Bro Aaron and the Personnel Team will be available for a Q&A about this transition. (Then prayer meeting will also take place.)

On Sunday, August 27

- We will vote by ballot at the beginning of the worship service. Results will be announced at the end of worship. If the vote is yes, then her "first day" as full-time Family Minister will be on Monday, August 28.

I want to thank the Personnel Team for their diligent work and faithful prayer during this transition in our student ministry. The Personnel Team includes Brendan Blakely, Charles Downing, Cary Hammond, Paula Hutto, and Malisha Simms. Please thank them for their wisdom and their servant hearts.

I, as your pastor, ask that you PRAY. Ask the Lord to show you whether He is leading us to bring Alisha Grace to lead our ministries to families. THEN VOTE BASED ON WHAT YOU HEAR IN PRAYER.

Aaron Tucker, pastor

## **RAYMOND ROAD BAPTIST CHURCH**

### **Job Description – Full-Time Family Minister (effective 2023)**

**Reports To:** Pastor (primary) and Personnel Ministry Team (secondary)

**Observable Qualifications:**

- ▶ A strong walk with God through a growing personal relationship with Jesus Christ
- ▶ A teachable spirit, with a personal desire to grow in their faith and abilities
- ▶ Belief in and support of the doctrinal beliefs of RRBC (including the Baptist Faith and Message)
- ▶ Has a passion for youth ministry and understands youth culture
- ▶ Has a passion for children's ministry and a desire to help parents
- ▶ A team player with effective relational skills

**Principle Function:** The full-time family minister of Raymond Road Baptist Church (RRBC) is responsible to the pastor for assisting the church in planning, coordinating, and promoting a well-balanced ministry to children (birth – 6<sup>th</sup> grade), to students (7<sup>th</sup> grade – 12<sup>th</sup> grades), and to parents.

**General Responsibilities:**

- ▶ **VISION:** In alignment with the church's vision, set a vision for the children's ministry and a vision for the student ministry, with a plan to carry out those visions.
- ▶ **CHILDREN'S TEAM:** Establish and lead a children's ministry support team to assist in carrying out that vision. This may include the use of interns, in conjunction with the Personnel Team.
- ▶ **STUDENT TEAM:** Establish and lead a student ministry support team to assist in carrying out that vision. This may include the use of interns, in conjunction with the Personnel Team.
- ▶ **TEAM EFFORT:** Work with other church staff, appropriate ministry teams, and program leaders in planning and evaluating and coordinating both children's ministries and student ministries of the church.
- ▶ **VOLUNTEERS:** Work with appropriate people in selecting, enlisting, screening, training, and advising volunteers for both children's ministry and for student ministry. This includes screening each volunteer who serves in ministry with minors with a yearly background check.
- ▶ **PROGRAMMING:** Organize and coordinate a balanced approach to ministry that includes Bible study, discipleship, worship, evangelism/missions, and fellowship.
- ▶ **STUDENT EVENTS:** Plan and implement student fellowships, retreats, camps, and mission trips, as needed.

- ▶ **CHILDREN’S EVENTS:** Plan and implement children’s events, camps, and VBS outreaches, as needed.
- ▶ **EVANGELISM:** Be alert to win the lost and assist the church in reaching the unreached, especially children, students, and parents.
- ▶ **PARENTS:** Build and maintain quality relationships with parents. Offer training or assistance, as needed.
- ▶ **STUDENTS:** Maintain one-to-one contact with students (grades 7-12) for ministry.
- ▶ **BUDGETING:** Annually, prepare a children’s ministry budget and a student ministry budget for approval. Administer these budgets.
- ▶ **CHURCH MINISTRY:** Involve children and students in the ministry of the church as a whole, supporting and participating in the church’s vision, worship services, and activities.
- ▶ **COOPERATE:** When appropriate, cooperate with leaders from nearby churches, with leaders from the local Baptist association, and with leaders from the state Baptist convention in promoting activities of mutual interest.
- ▶ **MISCELLANEOUS:** Accept additional responsibilities as assigned.

**Specific Responsibilities:**

- Sunday morning Small Groups / Sunday School
- Sunday morning Worship
- Sunday evening (when scheduled)
- Wednesday evening
- Office hours every week, in order to be available to the congregation and to the staff
- Once per month, all-staff meeting
- Weekly one-on-one meeting with the pastor
- Attend 1-2 training and leadership conferences per year
  
- Total of at least 40 hours per week.

**Pay Package:**

- Salary
- Business mileage
- Retirement contribution
- Health insurance
- Paid time off for vacation
- Sick leave accrued over time