

FIRST BAPTIST CHURCH FERNANDINA BEACH

Job Title: Family Ministry Coordinator

Reports to: Children's Pastor, Pastor Zach Zettler

Job Purpose

- Provide administrative, organizational, and communication support for Family Ministries, helping create excellent and welcoming environments for children, students, and families.
 - Support the operational needs of FBKids and Student Ministry through strong systems, scheduling, event coordination, and volunteer support.
 - Collaborate with ministry leaders, staff, volunteers, and families to help advance the mission of making disciples by strengthening the family.
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Duties and Responsibilities

- Serve as the “go to” person for Preschool Ministries on Sunday mornings and Wednesday evenings.
 - Identify and celebrate special milestones in the lives of Preschoolers and their families.
 - Create a culture of excitement, creativity, and communication for Preschoolers, their families, and volunteers
 - Provide regular training for volunteers (adults/teenagers).
 - Provide administrative support for Family Ministries, including: calendar management, scheduling, communication, and organization.
 - Coordinate ministry logistics for weekly programming, special events, camps, retreats, VBS, and other special events.
 - Assist with the onboarding process of volunteers who serve in the Family Ministry.
 - Maintain organized ministry records such as attendance, supplies, and forms for special ministry-related events.
 - Prepare ministry materials, check-in resources, signage, labels, and classroom/event support items.
 - Manage communication with parents, volunteers, and ministry teams through email, texting, social media, and other ministry communication channels.
 - Assist with creating an exciting and welcoming environment for each Family Ministry area.
 - Support curriculum preparation, classroom setup coordination, and ministry resource distribution as needed.
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Qualifications

- Demonstrates a growing relationship with Jesus Christ and alignment with biblical values and leadership standards.

- Commitment to the mission, vision, and worship philosophy of FB First.
- Strong organizational skills with high attention to detail and follow-through.
- Ability to manage multiple projects, deadlines, schedules, and priorities in a fast-paced ministry environment.
- Strong relational and communication skills with children, students, parents, volunteers, and staff.
- Professional, dependable, flexible, and ministry-minded attitude.
- Ability to maintain confidentiality, discretion, and professionalism.
- Comfortable using technology, databases, communication platforms, and basic office systems.
- Experience in administrative support, ministry operations, event coordination, or family ministry environments preferred.
- Ability to work collaboratively across teams and support a culture of unity and excellence.
- Willingness to support ministry events and activities that may occasionally occur outside standard office hours.

Note

We prioritize spiritual health, family, personal growth, and authentic community. Active participation in a small group, ministry or consistent discipleship relationship is expected. Our desire is for staff members to nourish their relationship with Jesus Christ while helping build a culture of unity, accountability, and mission-driven impact.