



WE ARE HIRING

STAFF MINISTER FOR YOUTH AND YOUNG ADULTS



ABOUT FMBC

A congregation with 143 years of continuous Christian ministry and witness, the First Missionary Baptist Church (FMBC) is located in the North Huntsville community, just minutes away from the campuses of Alabama Agricultural and Mechanical University, Oakwood University, and the University of Alabama at Huntsville. FMBC is affiliated with the National Baptist Convention USA and the American Baptist Churches USA and seeks to be a leader in vibrant worship unto God and relevant ministries to disciple members and the community. The Reverend Don Darius Butler serves as the pastor.

APPLY TODAY



Application materials will not be returned at the end of the process. Please do not fax any part of the requested materials.

GENERAL OVERVIEW:

Guided by the mission of First Missionary Baptist Church and the vision of the Pastor, the Minister for Youth and Young Adults is a primary steward for planning, promoting, and leading the congregation in meaningful ministries to younger Millennials, Generation Z and Generation Alpha. As a member of the pastoral staff, the Minister provides administrative leadership and coordination to all programs, projects, and activities that serve the growth and development needs of these demographics; and leads all stipend staff and/or volunteers who work in related ministries.

CONTACT US

(256) 852-4318



EMAIL

CAREERS@FMBC.ORG



DEADLINE

UNTIL FILLED



FIRST MISSIONARY BAPTIST CHURCH

3509 BLUE SPRING ROAD, NW
HUNTSVILLE, ALABAMA 35810



WE ARE HIRING

**STAFF MINISTER FOR YOUTH
AND YOUNG ADULTS**

Job Description

RESPONSIBILITIES

- Provide overall leadership, coordination, and evaluation for all children, youth, and young adult ministries and programs of the congregation to promote the welfare of these demographic groups.
- Recruit, train, and lead ministry volunteers who serve across children, youth, and young adult-related ministries; e.g., children's and youth worship;
- Evaluate curricula for children, youth, and young adult Bible Study respectively, and lead sessions when needed.
- Lead in planning and hosting of youth and young adult fellowships, retreats, mission trips, seminars, and workshops.
- Coordinate with servant leaders of the Fellowship of University Students to plan and develop programs for college and university students.
- Serve as chaplain of the Scruggs Academy; and provide pastoral staff support to the scouting program.
- Coordinate with nursery leadership to ensure engaging faith-based learning activities, games, and curriculum are provided for infants and toddlers.
- Develop, implement, and support practices that ensure the safety of all children and youth entrusted to our care.
- Keep parents and guardians informed about ministry programming.
- Interface with local school officials on behalf of our congregation.
- Keep abreast of current trends in youth and young adult culture.
- Meet regularly with staff and other ministry leaders for planning and evaluation.
- Serve on the Christian Education Committee.
- Be available nights and weekends for ministry events.
- Perform other duties as assigned, including preaching, teaching, and worship responsibilities.
- The Minister for Youth and Young Adults reports to the Church Administrator.





Job Description

POSITION REQUIREMENTS

- High churchmanship: A strong commitment to Jesus Christ and the Christian church. Theologically grounded and culturally informed. Professional and personal commitment to Christian teaching and principles.
- Education: At least one degree in theology or a discipline related to youth and young adult services.
- Experience: A minimum of 3 years of successful experience in a ministry leadership role or its equivalent.
- Abilities: A competent and compassionate leader, demonstrating knowledge and appreciation for the traditions of the black church; good verbal and written communication skills; able to establish and maintain effective working relationships with staff and church family; able to maintain confidential information concerning personal matters; strong decision-making ability and attention to detail are equally important; effective time-management skills; possess advanced knowledge of computers and proficiency in software programs, including Microsoft Office applications, PowerPoint, Outlook, Access, Publisher, Excel, Teams, database systems and use of the internet and social media platforms; possess the gift of hospitality and tact; demonstrate a desire to aid the Pastor and church in being faithful stewards of the ministry.

COMPENSATION

- Competitive salary (full-time employment)
- Health, Dental, and Vision insurance
- Retirement
- Paid Time-off





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Job Application Checklist

Final candidates will be notified and asked to provide additional information as needed later in the selection process. Final candidates must consent to reference checks, a criminal history background check, and drug screening test (performed through an outside agency to ensure complete confidentiality). Candidate packages should be typed.

MAIL or EMAIL PACKAGES TO:
First Missionary Baptist Church
c/o FMBC Careers
3509 Blue Spring Road
Huntsville, AL 35810
256.852.4318 | careers@fmbc.org

- ☐ A completed and signed FMBC Job Application Form
- ☐ A completed and signed FMBC Job Application Supplemental Form
- ☐ A signed FMBC Application Checklist
- ☐ Cover Letter (maximum one (1) page, Times New Roman size 12 font)
- ☐ Resume (Times New Roman size 12 font, addressing each of the position's responsibilities and duties)
- ☐ Three (3) Letters of Reference (letters must have prepared within the last 30-days and have original signatures)

Final candidates must consent to reference checks, a criminal history background check and drug screening test (performed through an outside agency to ensure complete confidentiality).

This checklist is provided to help you to be certain you have attached all required application information. By signing below, I acknowledge and understand that the document and information provided in this application package is accurate and true to the best of my knowledge.

Printed Applicant Name:

Applicant Signature:

Date:

All information presented will be treated as CONFIDENTIAL.



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Job Application

First Missionary Baptist Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a FMBC representative. First Missionary Baptist Church complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Please fill out all the sections below:

Applicant Information

Applicant Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Telephone Number:

Email

Date of Application:

Employment Position Information

Position(s) Applied for:

How did you hear about this position?

On what date can you start working if you are hired?

Salary Desired:

Personal Information

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

What document can you provide as proof of citizenship or legal status? Yes No

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:



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Applicant Name: _____ Date: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Vocational
School/Specialized
training: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____



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Applicant Name: _____ Date: _____

Previous Employment

Have you ever worked for FMBC in the past? Yes No If yes, when? _____

Are you a member of FMBC? Yes No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

x

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?



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Applicant Name: _____ Date: _____

References

Please provide 3 personal and/or professional reference(s) below:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Military Service

Are you a member of the Armed Services?

Yes

No

What branch of the military did you serve?

What was your military rank when discharged?

How many years did you serve in the military?

Type of Discharge:

If other than honorable, explain:

What military skills do you possess that would be an asset for this position?

At-Will Employment

The relationship between you and the First Missionary Baptist Church is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the First Missionary Baptist Church. No representative of First Missionary Baptist Church has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Official Board Chairperson or Personnel Committee Chairperson.

Applicant Signature: _____ Date: _____



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Job Application Supplemental Form

First Missionary Baptist Church is an equal opportunity employer. Please fill out all the sections below:

Title of Position

Applicant Information

Please provide your full name. If you have only initials in your name, provide them and indicate: "Initials only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter the Suffix. (e.g., Last, Suffix, First, Middle Name)

1. Applicant's Name:

Last

First

Middle Name

2. Other Names Used: (For example, maiden name, nicknames, etc.)

3. Social Security Number:

				-			-				
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4. Date of Birth:

--	--

Month

--	--

Day

--	--	--	--

Year

5. Place of Birth:

--

Include city and state or country

6. Driver's License #:

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7. State Issuing License:

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8. Issue Date:

--	--

Month

--	--

Day

--	--	--	--

Year

9. Expiration Date:

--	--

Month

--	--

Day

--	--	--	--

Year

10. Mailing Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

11. Home Phone:

			-				-				
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Area Code

12. Cell Phone:

			-				-				
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Area Code

13. Email:

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14. Alternate Email:

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Certifications and Acknowledgements

I certify that, to the best of my knowledge and belief, all the information I have provided on this supplemental form is true, correct, complete and made in good faith. I understand that a false or fraudulent answer to any question of item on any part of this form may be grounds for not hiring me, or for firing me after I begin work. By signing below, I acknowledge and understand that this form will be used to perform applicable background checks, criminal and financial history reviews and drug tests.

Applicant Signature:

Date:
