

RECREATION MINISTER

Job Description

Reports To:	Church Administrator	FLSA Status:	Exempt
PT/FT Status:	Part-Time (no benefits)	Direct Reports:	N/A
Expected Hours*:	22-25/week		

Purpose:

The Recreation Minister is responsible to the Church Administrator and Senior Pastor, with close partnership with the Missions & Family Minister, for developing, implementing, maintaining, administering, and evaluating the Recreation Ministry at Westport Road Baptist Church. Sometimes referred to as the Minister of Recreation or Rec Minister.

Responsibilities:

1. Develop, implement, maintain, administer, evaluate, and promote a balanced and comprehensive program of recreational activities for all ages through the Family Life Center's recreational activities, which shall include, but not be limited to:
 - a. Developing and managing all CONNECT opportunities within the ministry, including but not limited to leagues, activities, programs, and events;
 - b. Overseeing the daily administration and operation of the Family Life Center; and
 - c. Providing the supervision, training, and support necessary to lead the volunteers involved with the church's recreational activities.
2. Develop a core of volunteers (SERVE) with an interest in wellness, fellowship, and outreach, providing the training and support necessary to lead activities in your absence.
3. Facilitate and coordinate the maintenance, care, repair, and storage of the Family Life Center's equipment, supplies, inventory, and resources while maintaining proper records for the FLC and related recreational activities, programs, and events.
4. While reporting to the Church Administrator, must work closely with the Missions and Family Minister to provide outreach and program support for the age-based ministry teams.
5. Communicate regularly to the church body (i.e. Business Meetings) regarding past ministry activities, plans and goals.
6. Work with the Church Administrator to develop and adhere to an itemized budget based upon the financial resources available to the church and received by the Family Life Center.
7. Other duties as assigned.

** Weekly Hours is intended as a general range of time spent performing the job function during a typical week. There will be occasions and special events where additional time may be required.*

Expectations:

1. Full commitment to the areas of responsibility and personal development.
2. Programs need to be high quality and touch all constituencies and age groups – children, youth, adult and seniors, male and female. Further, they should promote a holistic lifestyle encompassing spiritual, emotional, mental as well as physical health and wellness. They should cover a wide range of group, team or individual activity and consider progressive programs beyond sporting events.
3. Be an active member of Westport Road Baptist Church, including involvement in church activities, events, stewardship, and worship on Sunday mornings.
4. While a typical work-week is intentionally flexible to allow for the needs of the ministry and the church, maintaining consistent “operating hours” in the Family Life Center are a must unless otherwise approved. Attendance during Tuesday morning staff meetings is a plus.
5. Christ-centered behavior at-all-times (i.e. treating people with respect, compassion, and integrity)
6. Adherence with established WRBC policies and procedures.

Qualifications:

1. A lifestyle that reflects a commitment to and a passion for Jesus Christ.
2. High School or GED equivalent (minimum) and experience that includes working with physical education, organized leagues, recreation or health/wellness is preferred.
3. Experience in organizing and running recreation programs, along with leading and supervising volunteers.
4. A personal and/or work history that demonstrates an affinity for ministry, specifically for working with individuals and groups with a focus on health & wellness, fellowship, and outreach is a plus.
5. Demonstrate ability to work independently as well as in a team.
6. Self-motivated and flexible with strong organization skills and the ability to work well with timelines and short deadlines.
7. Strong attention to detail and accuracy, including excellence in written communications.
8. Proficient in a Windows-based PC environment, including Office365 applications (Outlook, Word, Excel, PowerPoint). Experience with Servant Keeper church management system is a plus.
9. Comfort level with popular social media platforms, including but not limited to Facebook, Twitter, and Instagram, but recognizing that channels change and proficiency should be part of personal development.
10. Work closely with the Church Administrator to develop social media and other publicity campaigns that reach beyond the church population.
11. Must be able to maintain confidentiality.
12. Proof of eligibility of employment within the United States and consent for criminal background check.