



771 Somerset Street
Somerset, NJ 08873
732) 828-2009
fbc@fbcsomerset.com
fbcsomerset.com

Position Title: Minister of Congregational Care and Ministry Development

FSLA Classification: Full-time

Reports To: Executive Director

Position Summary:

The Minister of Congregational Care and Ministry Development at First Baptist Church of Lincoln Gardens (FBCLG) is responsible for overseeing and enhancing the processes that support our congregation's spiritual growth and ministry involvement. This role involves coordinating discipleship programs, managing congregational data, supporting ministry leaders, and ensuring seamless communication and execution of church activities. The ideal candidate will be a proactive and organized individual with a heart for service and a passion for empowering others in their spiritual journey.

Core Responsibilities:

- Develop and implement a comprehensive discipleship process that aligns with the church's mission and vision.
- Analyze and report discipleship engagement metrics to identify trends and areas for improvement.
- Create workflows that support new disciples in their spiritual journey, from the right hand of fellowship to full integration into church life and beyond.
- Maintain accurate and up-to-date congregational profiles, ensuring members' statuses are current in the church database (CCB).
- Collaborate with church staff to ensure data integrity and optimize the use of technology in managing congregational information.
- Facilitate regular ministry meetings to ensure effective communication and collaboration among ministry leaders.
- Provide support to ministry leaders by developing resources, offering training, and addressing any challenges they may face.
- Ensure that ministries are informed about church processes and policies and adhere to them in their activities.
- Oversee the execution of the New Disciples Process, ensuring no gaps in communication or steps.
- Track and manage the Right Hand of Fellowship (RHF) waiting list and coordinate RHF ceremonies.
- Plan and coordinate church events, workshops, and activities that foster congregational engagement and spiritual growth.
- Work with the church staff and volunteers to ensure events are well-organized and effectively promoted.

Rev. Danté R. Quick, Ph.D., Senior Pastor

Ali K. Wilson and Winston Kirton, Trustees Chairs - Lawrence Hibbert and Cynthia Gipson Lee, Diaconate Chairs - Leon Largie, Executive Director



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Qualifications:

- Bachelor's degree or Masters of Divinity Degree from an Association of Theological Schools (ATS) accredited Seminary or Divinity School (preferred).
- Servant Leader spirit.
- Entrepreneurial spirit in developing evangelistic efforts for the church.
- Ability to make theologically based decisions and delegate responsibilities.
- Ability to clearly express their calling to the ministry of Jesus Christ in their daily interactions with all members of the First Baptist Church of Lincoln Gardens (FBCLG) community.
- Possess a demeanor of humility and Christ-centeredness.
- Ability to delegate, inspire, be flexible, motivate, and develop individuals and teams.
- Self-directed with the ability to manage deadlines, conflict, and priorities.

Working Conditions:

- This position requires flexibility, including some evenings and weekends, to accommodate church events and meetings.
- The Congregational and Ministry Coordinator will work primarily on-site at FBCLG, with occasional opportunities flex hours with approval from the Executive Director within the 40-hour work week
- FBCLG offers a comprehensive benefits package that includes medical, dental, vision, paid time off and employee retirement plan.

Application Process:

Interested candidates should submit a resume, cover letter, and references detailing their qualifications and experience at <https://fbcsomerset.com/employment>. Applications will be accepted until the position is filled.

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