FIRST BAPTIST SPARTANBURG
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JOB DESCRIPTION

Foster & Adoption Ministry Coordinator

Department: Groups and Discipleship
Reports to: Foster and Adoption Ministry Leader
Job Status: Part-Time
FLSA Status: Non-Exempt

Summary

The ideal candidate is highly organized and passionate about serving foster, adoptive, and kinship families. This candidate should be able to take the ministry's vision and turn it into an organized plan of action.

Primary Job Responsibilities may include, but are not limited to the following:

- **Admin and communications:** Maintain calendars and resources. Create a monthly mailer to communicate volunteer opportunities, upcoming events, and WRAP training. Assist with communication to current foster/adoptive families and their WRAP teams.
- **Volunteer recruitment and coordination:** Join in creating specific volunteer opportunities throughout the year. This might include "lunch and learn" events for future foster and adoptive families or other relevant volunteer experiences. Maintain a volunteer database and help organize and upload volunteers into PCO (Planning Center).
- **WRAP training & coordination of teams:** Assist the Ministry Leader to offer training events and organize teams for our foster and adoptive families. Maintain communication with the designated WRAP team leader. Help identify families who may need additional support.
- **Event planning:** Assist in planning and coordinating ministry events throughout the year such as securing location, managing registration, coordinating volunteers, communicating with participants, organizing food and supplies, and overall logistics involved in executing the event. Events may include appreciating gatherings, training, awareness events, etc.
- **Social media and storytelling:** Manage our current social media platforms. With the assistance of the FBS communication team, create and schedule content that highlights our church's overall vision, ministry opportunity, events, family stories, prayer opportunities, and overall awareness. Work closely with our communications staff to

appropriately ensure messaging is consistent with our church's overall communication strategy.

- **Budget and planning:** Work alongside the Ministry Leader to develop and maintain annual foster and adoption ministry budget. Help steward ministry resources and partnerships. Manage expenses, rectify accounts, complete reports for the business office, and provide receipts and information on expenditures.

Other Responsibilities may include, but are not limited to the following:
-attending staff devotions
-attending church-wide events where Foster and Adoption is highlighted

Qualifications
-Excellent interpersonal skills
-Strong written communication skills and proficiency in the Microsoft Office suite
-Familiarity with Planning Center software is preferred

Personal/Spiritual Requirements
-Maintain a growing personal relationship with Jesus Christ

-Demonstrate a commitment to personal devotion through Scripture and prayer

-Provide spiritual leadership within your family or willingly support your husband's spiritual leadership, as applicable

-Faithfully support the Great Commission through tithing and biblical stewardship of personal resources

-Demonstrate a heart for shepherding and spiritually guiding others

-Remain committed to the vision, mission, and values of First Baptist Church Spartanburg

Acknowledgment

This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify this job description at any time, with or without notice.