

Student Ministries Pastor/Director

Job Description



Reports to: Senior Pastor
Communicates with: Staff, Elders, Students,
Student Ministries volunteers, other ministries

Date Revised: Nov 20, 2023
Hours per Week: 40-50 hours
(*exempt, salaried position*)

Position Summary - This person leads and oversees the junior and senior high students, and all ministry leaders associated with student ministries, inspiring students to know and experience Jesus personally and in Christian community. He/she contributes to the team spirit of the entire staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as they serve the Lord Jesus Christ and the church. This position will also have responsibilities in one other area of ministry that matches the persons gifts and the churches needs.

Responsibilities

1. Leading
 - a. *Direction* – Set the overall direction for youth ministry and plan the programs, events, and special activities that foster attainment of the long-range plan.
 - b. *Recruiting* - Recruit volunteers for all areas of youth ministries (e.g. student gatherings, Bible studies, retreats, events). Establish recruiting procedures that evaluates a person’s readiness (spiritually, emotionally, relationally, and morally). This also includes background checks.
 - c. *Communication* – Provide clear communication to students, parents, other church leaders, and the church using a variety of digital and print tools.
 - d. *Relating* – Develop relationships with students and their families.
 - e. *Supervision and Training* - Oversee the Student Ministry staff, teachers and ministry volunteers in the youth ministry. Train, encourage, and motivate these key volunteers.
2. Teaching
 - a. *Personal Teaching* – Teach the Bible and the gospel to the youth in venues including small groups, weekly gatherings, outreaches, and retreats.
 - b. *Aid Other Teachers* – Empower other teachers to participate in communicating Biblical content and values in teaching environments.
 - c. *Evaluate Curriculum* – Choose and evaluate the curriculum used in the teaching times and other instructional venues for the youth.
- 3 Evangelism
 - a. *Lead by Example* - Actively share the gospel with youth so that they enter and expand in their relationship with Christ.
 - b. *Principles and Tools* - Develop evangelism principles and tools to utilize within the context of youth ministries. Help students and leaders learn how to share their faith.
 - c. *Events* – Hold periodic outreach events designed to help non-churched kids learn about Christ and the church.

4. Missions and Service

- a. *Overall Education* - Help students learn the mission of the church and the 5 priorities for missions. Give opportunities for spreading the gospel worldwide and the opportunities of sharing the gospel through local outreach.
- b. *Short-Term Missions* – Develop short-term missions that are local and global helping both junior high and high school students practice missions.

5. Implementation Planning

- a. *Integration of Church Mission* – Purposefully build the church’s mission and values into the overall fabric of student ministries. Participate with the church during times of key emphasis and teaching related to the church’s mission.
- b. *Develop Annual Schedule*- Develop the annual calendar of events for the youth ministries. Communicate this schedule with staff, volunteers, parents, and youth.
- c. *Retreats* – Plan and recruit for retreats held for the Jr. High and the Sr. High.
- d. *Missions Trips* – Oversee the process of choosing and empowering student missions trips.
- e. *Budget* - Plan and manage the budget for the youth ministry.
- f. *Building & Equipment* - Review and assess the space, equipment, and supply needs for the youth ministry.

7. Personal Spiritual and Professional Growth

- a. *Personal Devotional Life* – Spends time daily in the word and prayer. Cultivate and maintain a healthy personal spiritual walk with God.
- b. *Professional Growth* – Reads, interacts with others, and attends conferences and workshops to encourage spiritual and professional growth.

8. Staff Responsibilities

- a. *Weekly Meeting* - Attend weekly staff meeting and regular one-on-ones with senior pastor.
- b. *Churchwide Events* – Attend Sundays services and other church-wide events.
- c. *Weekly Schedule* - Post weekly schedule outside office window.
- d. *Pastoral Counseling* – Counsels with individuals and families in need; especially people closely related to student ministries.
- e. *Record Keeping* - Maintain sick and vacation time using prescribed tools.
- f. *Monthly Report* - Write a monthly report submitted to the elders following the prescribed format.
- g. *Yearly Review and Goals* – Participate in reviews and designing annual goal setting as directed by the senior pastor.
- h. *Clean Space* – Maintain a clean and effective working environment in personal office and other assigned ministry spaces.

9. Additional Assignments

- a. *Another Ministry Area* – This position will also lead and resource one other key ministry area. This area will be decided with this person and the senior pastor.
- b. *Other Duties* – Perform other duties as assigned by the Senior Pastor or elders.

Education, Knowledge, and Skills

1. *Education:* A four-year college degree is desirable. Formal Biblical education is also a great plus.
2. *Family:* If married, the individual's spouse and minor children must be supportive of this ministry and appropriately involved in the life of our church.
3. *Personality / Style:* Relates well to a wide variety of people including teens, parents, other staff, and volunteers. This person must demonstrate the ability to work independently with a minimum of supervision and to direct the work of others.
4. *Skills & Experience:* Has at least two years of ministry and leadership experience in youth ministry. The person must be able to effectively manage and direct people, solve organizational problems, and provide a stable presence and example in the life of teens and the church.
5. *Character:* Individual's life should represent and demonstrate the character of Christ including but not limited to traits of honesty, reliability, faithfulness, moral purity, integrity, and humility.
6. *Theology:* Personal faith in Jesus Christ and agrees with and upholds the CCF doctrine, by-laws, and church principles.