

INDEPENDENCE HILL BAPTIST CHURCH

Student Ministry Director

Reporting Relationship: Direct report of Discipleship and Administration Pastor

Serves: Middle School and -High School Youth

Classification: Part time

Job Summary and Purpose:

The Student Ministry Director at Independence Hill Baptist Church is responsible for the tactical planning, oversight, coordination and implementation of all youth programs and events and the processes as related to Sunday School, evening Bible studies, holiday and summer activities and/or camps, music and missions. This role serves as the leader of youth, the Student Ministry team of volunteers, and ignites a passion to follow and live for Jesus.

Competencies and Expectations:

- A born-again Christian with a heart for ministry
- Feel a genuine call to this ministry with a love for and ability to work with students, parents and leaders
- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior
- Ability to articulate and model the vision, values, and statement of faith of Independence Hill Baptist Church
- Competence in basic lay counseling and listening skills appropriate for youth ministry
- Maintain an awareness of the challenges youth face; Remain vigilant and stay alert to the relevant issues teenagers deal with during the school day, through social media outlets, and outside of the school day (e.g., peer pressure, drugs, alcohol, dating, etc.)
- Ability to build solid and appropriate relationships with youth of all ages and help them continue their spiritual growth
- Reliable, trustworthy, self-starter, and excellent at following through on details
- Possess the ability to embrace innovation and creativity, while adapting to growth and change
- Aptitude in technology and social media
- Effective planning, organization, and oversight skills
- Ability to effectively communicate in verbal and written forms to wide audience (e.g., middle school-aged youth, high school-aged youth/young adults, parents, etc.)
- Possess the ability to use sound and appropriate judgment, discretion, sensitivity, and confidentiality
- Proven leadership skills utilizing a cooperative, collaborative team leadership style
- Demonstrated organizational skills

Essential Job Functions:

- Develop and/or partner in the development of the strategic plan for the Student Ministry that is aligned with the vision and mission of Independence Hill Baptist Church, and execute upon that plan
- Plan, develop, and conduct a Christ-centered program for middle school, high school and college students in conjunction with Discipleship and Administration Pastor and program organizations such as Sunday School, Missions, Music, etc.
- Coordinate and oversee the 6th through 12th grade Youth Group, ensuring there is opportunity to develop social fellowship, spiritual formation and Bible study, discipleship, missions and experiencing a Christian community with the ultimate goal of salvation for the unsaved
- Establish a Youth Council to include youth and adult representation
- Support volunteers in the development of mentoring relationships with youth and provide training aimed at leadership and faith development among the youth
- Use of various materials, age-appropriate presentation, and delivery methods
- Oversee planning and preparation of Sunday morning/evening, Wednesday evening, and special event materials and resources
 - Establish and maintain a strong network of volunteers to ensure effective programs; Regularly communicate with volunteers
 - Plan, oversee and/or communicate with volunteer team on preparation for activities
 - Update and review attendance rosters for Sunday morning

- Oversee all processes of youth activities and events and ensure that policy and safety procedures are followed
 - Ensure volunteers and chaperones are fully screened and trained
 - Support volunteer needs by providing direction, resources, and supplies for youth activities such as Sunday School, evening Youth Group/Bible Study, missions and camps
 - Manage all elements for general processes (e.g. rosters, signage, etc.)
 - Oversee youth check-in/check-out, safety, and security processes
 - Ability to effectively problem solve issues that arise unexpectedly
- Communicate with first-time visitors, periodic, and regular attenders
- Establish and maintain strong relationships with parents and communicate regularly
- Communicate with volunteers in regard to various related needs and developments
- Assist in training volunteers in various roles
- Manage and supervise Student Ministry events and programs
 - Secure funding and travel arrangements
 - Identify and coordinate leadership and chaperones
 - Ensure Christian teaching, times of worship, prayer and Scripture study is incorporated throughout youth trips, retreats, camps, and mission experiences
- Attend staff meetings and retreats as necessary

Qualifications:

- Strong Christian values with exhibited commitment to a relationship with Christ
- Exhibited passion for the spiritual development of youth and young adults
- Degree in a Christian discipline and/or a minimum of 3 years of experience in a church-based student ministry
- Strong organizational, communication and interpersonal skills with demonstrated leadership and relationship management skills

Employment Contingencies:

- Completion of a successful background check and credit check
- Willingness to obtain and maintain First Aid/CPR certification
- Willingness to obtain CDL license