



Ministry Description

DIRECTOR OF STUDENT MINISTRIES (FULL-TIME)

Overview: The Director of Student Ministries helps the student ministry accomplish its mission of connecting students and families to the Gospel of Jesus Christ by overseeing a ministry that seeks to help every 6th grade through 12th grade student in the Clearbranch student database make steps toward deeper maturity in Christ, by building a student ministry that fulfills the mission and values of the church.

Accountability

The Director of Student Ministries will be accountable to and report to the Associate Pastor.

Qualification

A bachelor's degree and at least two years of experience are preferred.

Description and Responsibilities:

- Develop and maintain a program that engages a growing number of Junior High and Senior High students weekly.
- Plan and promote all major events and weekly programming in such a way that the targeted number of students participate.
- The Director of Student Ministries should know the names of every youth and parent on the rolls.
- Utilization of the MIA (Missing In Action) program, in regards to student and adult volunteers, in order to maintain engagement and reduce attrition.
- Participation and oversight of quarterly contact with all students in the Student Ministry database.
- Involvement in, and oversight of, members of the student ministry leadership team's face-to-face contact with every student in the database at least once a year.
- The Director of Student Ministries is visible at student events once a week during the school year, and volunteer leaders have been invited to accompany him/her at those visits.
- All weekly student ministry volunteers are recruited no later than one month before they are to begin serving.
- All weekly student ministry volunteers complete an application and receive training before they serve in the student ministry. They also receive ongoing training and support.
- The Director of Student Ministries meets personally with each weekly student ministry volunteer at least once a year, and checks in with them at least quarterly.
- Control documents are developed and distributed in a timely fashion (the student ministry calendar, calendar requests, event and trip registration forms, etc.).

- Compliance documents are updated, distributed, and adhered to by all involved parties (copyright licensing, background checks on volunteers and staff, etc.).
- One-year benchmarks determined by the student ministry leadership are met.
- Communication through social media, newsletters, etc. will be maintained and kept current.
- Communication with parents takes place, both written and in-person, leaving the avenues of communication open for concerns and suggestions of parents to be brought to the table.
- Students who do not typically attend worship are sought out and invited to sit with the Youth Director and students during the services.
- The church staff, particularly the Lead Pastor, have been communicated with in such a way that they are informed and enthusiastically supportive of the priorities and programs of the youth ministry.
- An energetic, engaging, and creative small group program for 6th – 12th graders is built and implemented.
- An exceptional and personal follow-up to all first-time visitors happens within a week of their visit.
- Problems in the student ministry are trouble-shot in a way that honors the concerns of those who brought them, and offered timely, creative solutions to problems.
- The “in-between the cracks” needs of the student ministry are handled in a professional and timely manner, including: bulletin boards, photography, attendance, newsletters, bulletin and church school announcements forms and registration
- Bible studies are taught and led in such a way that a volunteer always shares the responsibility for that part of the ministry.
- The Director of Student Ministries is informed or sought out for any special victories, concerns or challenges, or hospitalizations being faced by the student and his or her family and, as often as reasonable, passes that information on to the student leaders for personal follow up.
- An annual youth ministry budget is created, submitted, and adhered to.

Team Composition (number): 1

Time Commitment: This is a full-time salaried position.

Special Talents, Skills Preferred: Recruitment, leadership, equipping, delegating, organization, administration, relates well with teens and their families.

Written/Revised: September 2019