

## JOB POSTING

# Associate Director for Student Ministry

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## PURPOSE

Responsible for contact time and discipleship of the boys in grades 7-12 and assisting in leadership for the overall ministry; is responsible for the organizational and administrative aspects of the ministry in order to facilitate and support the work of paid and volunteer leadership.

**ACCOUNTABILITY:** Accountable to the Director of Student Ministry

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## RESPONSIBILITIES

### DISCIPLING

- ◆ Pursues, builds, and maintains relationships, through multiple means, with all students in grades 7–12
- ◆ Disciples, leads, and invests time in the boys in grades 7–12 to lead them into a deeper relationship with Jesus
- ◆ Teaches Sunday mornings, Sunday nights, and other times as scheduled in conversation with the Director of Student Ministry
- ◆ In conjunction with the Director of Student Ministry, communicates with students and parents to keep them informed of themes and passages being studied throughout the year and all events
- ◆ Assists with the recruitment of volunteer leaders
- ◆ Promotes student ministry to the unreached

### ORGANIZATIONAL AND ADMINISTRATIVE

- ◆ Manages the communication and promotion for student ministry in a timely manner including emails, mailings, social media posts, photography
- ◆ Coordinates all major ministry events including forms and registration
- ◆ Manages the monthly student ministry credit card statement
- ◆ Prepares and distributes ministry documents in a timely fashion including rosters, calendar, attendance, trip and registration materials
- ◆ Organizes and oversees the integration of new students into the life of the ministry and the church
- ◆ Develops and oversees ministry fundraisers

**RELATIONSHIPS:** Supports and reports to the Director of Student Ministry; supports and helps lead the Student ministry leadership team; relates directly as discipler with the boys in the ministry.

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## THIRD CHURCH

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## EVALUATION

Performance review will be annually by the Director of Student Ministry and the Personnel Committee of Session; adequacy of salary will be reviewed annually.

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## QUALIFICATIONS & EXPERIENCE

- ◆ Have completed a college degree
  - ◆ Agree to the core values and goals of the Student Ministry, Third Church, and the Essential Tenets of the ECO
  - ◆ Possess a valid driver's license
  - ◆ Have at least two years experience working with students
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## KNOWLEDGE

- ◆ Knowledge and understanding of the Bible and Christian doctrine
- ◆ Microsoft Office, especially Word, PowerPoint, and Excel
- ◆ Experience with MailChimp, Canva, ProPresenter preferred, but not required

## SKILLS

- ◆ Intentionality in pursuing God through their own personal spiritual growth
  - ◆ Maintain healthy relationships with co-workers, students, parents and volunteers
  - ◆ Ability to communicate the good news of the Christian faith with warmth, humor, and effectiveness
  - ◆ Time and project management
  - ◆ Communication skills in writing and speaking
  - ◆ Initiative and follow through
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## PHYSICAL DEMANDS

The typical Student Ministry staff member will encounter a number of nights each year with minimal sleep, particularly on trips and retreats with all students, but giving particular oversight to the boys in grades 7–12. In addition, there will be seasons when the physical demands of the Student Ministry can be exhausting, particularly when preparing for a major event or multiple major events. Assisting event volunteers with clean up and staff clean up days which take place multiple times through the year may require some heavy lifting as the staff person's ability allows.

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## THIRD CHURCH