



Job Title: Associate Minister to Students
Reports To: Minister to Students
FLSA Status: Exempt
Direct Reports: No
Date Revised: July 2016

POSITION SUMMARY:

The Associate Minister to Students works under the direction of the minister to students to develop, implement, and maintain a dynamic and comprehensive student ministry that seeks to address the spiritual, emotional, physical, mental, and social needs of students, their families and their ministry leaders.

ESSENTIAL RESPONSIBILITIES:

General

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and models an authentic relationship with the Lord
2. Enthusiastically embraces and demonstrates the vision, mission, and values of the Church
3. Develops and maintains a regular program for personal professional development in the fields of spiritual development, discipleship, and ministry, staying informed on current and appropriate methods, materials, promotional ideas, learning styles, and administrative techniques for student ministry
4. Consults, cooperates, and promotes a spirit of unity as a team player with the minister to students, other Church staff and members of the congregation concerning student activities, policies, and procedures
5. Regular and reliable attendance
6. Performs other duties as assigned

Student Ministry

1. Supports and maintains a holistic student ministry by fulfilling the Church's mission "*to love God and love people by seeking out, growing up and sending out disciples of Jesus Christ,*" focused on middle and high schoolers' development
2. Assists and works with the minister to student in providing a comprehensive student ministry
3. Assists with the planning and implementation of all middle school and high school programming that includes Sunday School, discipleship groups, Wednesday night worship, and other appropriate events that provide spiritual growth opportunities
4. As needed, serves as a teacher for the middle and high school Wednesday night gatherings
5. As needed, teaches Sunday School, discipleship groups and other gatherings
6. Assists the minister to students in planning and implementing retreats, mission trips, mission projects, and other events for middle and high school students
7. Leads or assists as assigned in building an effective girls ministry and/or boys ministry
8. Assists or leads as assigned in designing and implementing creative activities/events that will attract church and un-church students
9. Builds relationships with students by attending school or community functions, sporting events, supporting local school ministry groups, etc.
10. Assists or leads as assigned with timely planning, recruiting, resourcing, training, and encouraging volunteers who work with middle and high schoolers, various student programs, and events
11. Supports, encourages, and resources parents and families of middle and high school students
12. Intentionally builds relationships by connecting students with adults and other students as well as overall church programs and church family
13. Models an active lifestyle of personal witnessing and ministry while leading and encouraging students to develop these disciplines in their own lives
14. Counsels students and parents about salvation and other life issues as needed
15. Provides support for students and their families experiencing challenges, trouble, and crises
16. Responsible for monitoring / managing approved expenses within budgetary guidelines as established and assigned by minister to students



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17. Plans and communicates effectively, timely, and appropriately (speaking, writing, social media, etc.) with the students, minister to students, staff, student workers, and parents
18. Supports the work of the Church by working with the other staff and serving in any reasonable capacity in corporate worship times or other church-wide events
19. As assigned, works with the minister to children in coordinating and executing a preteen ministry, such as CentriKid and Extreme 456, providing effective support to transitioning elementary to middle school students; similarly, works with the minister to students to support the transition of 8th graders to high school and 12th graders as they transition to post-graduate life

KNOWLEDGE AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Education and/or Experience:

Educational and experiential background and interest in student ministry (discipleship, spiritual formation, and Christian education). Attained a bachelor degree. Also attained or actively engaged in pursuing the requirements for completion of a master's degree in religious education required from a seminary that is supported by the Southern Baptist Convention or otherwise recognized as doctrinally consistent with historical Southern Baptist beliefs. Minimum of two years of local church and/or denominational experience in leading student Christian education, discipleship, and ministry and/or activities preferred.

Language Skills:

Ability to understand, read, write and speak English. Ability to read, analyze and interpret general educational, organizational development, discipleship, theological and church practice-related resources and materials or government regulations. Ability to successfully write communications and correspondence. Ability to effectively present information, respond to questions and professionally interact with students, parents of students, volunteers with students, Church members, Church employees, vendors and the general public.

Reasoning Ability:

Ability to recognize and define problems, collect data, establish facts, draw valid conclusions and correct errors. Ability to understand and effectively manage approved funds within budget. Ability to interpret a variety of instructions in a variety of forms and deal with abstract and concrete variables.

Other Qualifications:

Called by God to minister in a local church; Knowledge of God's Word, the Church's doctrine, policies and procedures; knowledge of Church Bylaws, Operations, Standards, Policies and Recommended Practices. Ability to speak and lead publically in front of large and small groups. Requires ability to identify and implement opportunities to improve performance of the Church. Must be able to handle multiple, simultaneous tasks effectively and efficiently while maintaining a professional, courteous manner. High integrity, including maintenance of confidential information. Must be highly relational with the ability to exercise good judgment and positively influence and lead others, including handling confrontations with poise and efficiency. Computer skills (including, but not limited to Internet and email) required. Ability to work a flexible schedule, including evenings and weekends. Must be able to travel.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit and/or stand for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Repetitive motion of upper



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body required for extended use of computer. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

Works in well-lit, ventilated and climate controlled Church and office environment with routine office equipment; some equipment has moving mechanical parts. On occasion must perform work outdoors in various types of weather.

Noise level in the work environment is usually moderate, but can vary depending on the activity.

I have read the Associate Minister to Student job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Church's policies, procedures and rules. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

This document will be placed in the employee's Human Resource file.