



## High School Coordinator Job Description

**Title:** High School Coordinator

**EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:**

- Preach Boldly;** proclaiming the truth of God. (Nehemiah 8:8)
- Worship Authentically;** celebrating the person of God passionately and completely. (John 4:24)
- Pray Dependently;** approaching the presence of God fervently and expectantly. (1 John 5:14)
- Witness Courageously;** sharing the gospel of God wisely and respectfully. (1 Peter 3:15)
- Gather Purposefully;** engaging the people of God transparently and hopefully. (Hebrews 10:19-25)
- Plant Strategically;** building the church of God locally and internationally. (Acts 14:21-23)

**Position Objective:** To work with the High School Pastor to lead and develop life-giving and life-changing ministries for 9<sup>th</sup>–12<sup>th</sup> grades at Summit Point Church.

**Personal Commitment to the Vision of Summit Point Church:**

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services.
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point.
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation.
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church and by personally sharing his or her faith with others.
- Must be a member of Summit Point Church or be willing to become a member as part of the hiring process.

**Spiritual & Character Qualifications:**

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Have a history of moral purity.
- Meet the spiritual and social qualifications for elders (1 Timothy 3:1-7; Titus 1:5-9).
- Be a self-starter with drive, passion, and initiative.
- Be teachable and willing to be held accountable.
- Be a team player with a positive attitude.
- Possess the spiritual gifts of leadership (Romans 12:8), service, teaching (Romans 12:7), and administration (1 Corinthians 12:28).

**Professional Qualifications or Skills:**

- Have enthusiasm for the doctrine, vision, and philosophy of Summit Point Student Ministry.
- Have an excitement to assist in recruiting volunteers and developing leaders.
- Be proficient at Microsoft Word and Excel.
- Be able to become proficient with the church database (Planning Center).
- Be detail-oriented with the ability to multi-task.

**Position Responsibilities:**

- Manage and update Planning Center and eSpace for the High School Ministry.
- Coordinate and assist in weekly Student Ministry programs:
  - Sunday Evenings - Ignite
- Assist and participate during Student Ministry events (including all overnight retreats, camps, etc.).
- Participate in the discipleship of high school students (i.e. be an I-Group leader, contact students, etc.).
- Coordinate details of Student Ministry events (Revive, Camps, etc.).
- Assist in analysis of Student Ministry events and programs.
- Manage communication to parents and students.
- Assist in the volunteer process (application, background check, etc.).
- Carry out other assignments as directed by the Senior Pastor or High School Pastor.
- Pursue personal, spiritual, and professional growth.

**Summary of Qualifications:**

Summit Point is looking for an experienced and qualified High School Coordinator. This person must be spiritually mature, *have a heart for High School students*, be flexible, and be able to multi-task in order to carry out the many facets of Student Ministry at Summit Point Church. The High School Coordinator will work under the leadership of the High School Pastor.

**Salary & Benefits:**

- A competitive salary and benefits package commensurate with experience will be provided.
- This is a full-time, salary position (40-45 hrs./week).
- Serious candidates should e-mail or mail a cover letter and resumé to:

Attn: Steve McGinnis, Business Pastor  
 Summit Point Church Peoria  
 High School Coordinator  
 401 Cimmeron Dr., East Peoria, IL 61611  
[smcginnis@summitpoint.org](mailto:smcginnis@summitpoint.org)