



Student Ministries Coordinator

POSITION OVERVIEW

The Student Ministries Coordinator provides operational leadership, serve team support, and ministry coordination for Middle School and High School Ministries at Hillcrest Covenant Church. Working closely with the Student Pastor, this role helps create environments where students are known, valued, connected, and challenged to follow Jesus.

The Student Ministries Coordinator helps ensure that weekly gatherings, discipleship experiences, serve teams, and special events are organized, engaging, safe, and aligned with the mission, vision, and discipleship strategy of Hillcrest Covenant Church.

Hillcrest Covenant Church is a community pursuing new life together in Jesus. We seek to help people follow Jesus, welcome everyone, and love all. The Student Ministries Coordinator supports this mission by helping students move from curiosity to commitment through meaningful relationships, intentional discipleship, and opportunities to serve and lead.

POSITION SUMMARY

- **REPORTING RELATIONSHIPS:** The Student Ministries Coordinator reports directly to the Student Pastor.
- **FLSA STATUS:** Part-Time, non-exempt 15 hours per week
- **SCHEDULE:** Sundays 9:00 AM-12:00 PM, Wednesday evenings 5:00-9:00 PM, weekly office hours as determined with the Student Pastor, and additional seasonal hours for retreats, camps, and special events
- **COMPENSATION:** Compensation for this position is determined by Hillcrest Covenant Church and is commensurate with experience and qualifications.
- **KEY RESULT AREAS:** Standards of Performance (SOPs) for each Key Result Area (KRA) will be developed, reviewed, and evaluated regularly.

STUDENT MINISTRY ENVIRONMENT LEADERSHIP: Serve as the primary support leader during weekly student ministry gatherings and discipleship environments. Support small group leaders and serve team members as they invest in students through teaching, discussion, prayer, mentoring, and relationship building. Assist in creating environments where students experience belonging, spiritual growth, and opportunities for leadership development. Monitor attendance, student engagement, and follow-up opportunities to ensure students are connected and cared for. Help ensure student ministry environments are:

- Safe
- Welcoming

- Organized
- Relationally engaging
- Aligned with Hillcrest's mission and discipleship pathway

Weekly Ministry Coordination: Work closely with the Student Pastor to prepare and coordinate weekly ministry experiences, discipleship initiatives, and student gatherings. Help ensure ministry systems remain organized, efficient, and scalable. Responsibilities include:

- Preparing teaching resources and small group materials
- Organizing curriculum and discipleship resources
- Managing registration and communication for events
- Coordinating logistics for weekly gatherings
- Maintaining student ministry spaces and storage areas
- Supporting student follow-up and connection strategies

Serve Team Development & Care: Coordinate and support Student Ministries serve team members. Assist the Student Pastor in identifying, developing, and empowering emerging leaders within the ministry. Help cultivate a healthy serve team culture where leaders feel valued, equipped, connected, and supported. Responsibilities include:

- Serve Team scheduling and communication
- Weekly reminders and ministry updates
- Resource distribution and preparation
- Leader appreciation and encouragement
- Prayer and care for serve team leaders
- Supporting onboarding of new serve team members

Student Discipleship & Connection: Assist in creating intentional pathways that help students move from attendance to active discipleship. Help track student engagement and identify students who may need additional relational connection or support. Support leadership development opportunities for students through serving, mentoring, discipleship groups, and ministry participation. Support efforts that help students:

- Connect relationally
- Join a small group
- Engage in Scripture and prayer
- Serve within the church
- Develop leadership skills
- Participate in mission opportunities

Events, Retreats & Camps: Assist with planning, communication, logistics, and execution of student ministry events and provide administrative and logistical support to ensure ministry experiences are effective, safe, and impactful. This includes:

- Camps
- Retreats
- Mission experiences
- Student leadership gatherings
- Parent experiences
- Church-wide events involving students

Parent Partnership & Communication: Support communication efforts that strengthen relationships between the church and families. Help parents stay informed and engaged in the spiritual formation of their students.

Responsibilities include:

- Parent communication
- Event information
- Weekly updates
- Registration follow-up
- Resource distribution

General Responsibilities & Expectations

- Demonstrate a growing relationship with Jesus Christ.
- Support the mission, vision, and values of Hillcrest Covenant Church.
- Maintain a teachable spirit and willingness to learn.
- Work collaboratively with staff, serve team members, students, and families.
- Demonstrate strong organizational and communication skills.
- Attend staff meetings and ministry meetings as requested.
- Complete projects and assignments within agreed-upon timelines.
- Maintain confidentiality and professionalism.
- Continue developing proficiency with ministry technology and communication tools.
- Contribute positively to a healthy and collaborative staff culture.
- Support the overall ministry of Hillcrest Covenant Church beyond assigned responsibilities when needed.

WORK ENVIRONMENT: This position requires sitting and viewing a computer monitor for extended periods of time, manual dexterity, bending, stooping, walking, reaching, moderate lifting (up to 50 pounds), good hearing, voice control, and good vision. The work environment is generally moderate but may occasionally involve elevated activity levels during student gatherings, camps, retreats, and special events.

ESTIMATED WEEKLY HOURS

- Weekly Student Ministry Gatherings & Leadership 4 Hours
- Serve Team Coordination, Communication & Care 3 Hours
- Student Follow-Up & Discipleship Support 3 Hours
- Event Planning & Administrative Support 3 Hours
- Meetings & Ministry Planning 2 Hours

- Total: 15 Hours Per Week
- Additional compensated hours may be required during camps, retreats, mission trips, summer programming, Christmas, Easter, and other special ministry seasons.