



HIGHLANDS CHURCH

Student Ministries Coordinator

The Student Ministries Coordinator equips, develops and supports adult Volunteer Leaders who serve female students within Highlands Student and Next Gen Ministries. This role leads through volunteer leaders by providing coaching, resources, encouragement, accountability and practical support to help them effectively disciple and care for female students. The Coordinator works closely with pastoral staff, female Volunteer Leaders and parents to help create healthy, consistent and Christ-centered ministry environments for students.

The role is best suited for a mature Christian woman with demonstrated life and leadership experience, including the ability to provide wise, biblically grounded guidance and encouragement to adult Volunteer Leaders. This is a part-time position that will require some evening and weekend availability.

LEAD

- With guidance from Ministry Leaders, equip and develop female Volunteer Leaders serving within Student Ministries.
- Build strong relationships with those Leaders through regular one-on-one and group meetings for encouragement, guidance and accountability.
- Help female Volunteer Leaders grow in their ability to disciple, mentor and care for female students.

SUPPORT

- Serve as a resource and source of encouragement for Volunteer Leaders as they navigate ministry challenges.
- Help leaders respond appropriately to student, family, relational or other sensitive situations.
- Provide biblical guidance and practical support while recognizing when situations should be referred to pastors, parents, counselors or other appropriate professionals.
- Pray with and for Volunteer Leaders and the students they serve.

EQUIP

- Provide female Volunteer Leaders with biblical teaching, ministry resources and practical tools to help them effectively serve students.
- Train and encourage leaders in healthy boundaries, communication, discipleship and relational ministry.
- Help female Volunteer Leaders develop confidence and competence in leading student groups.

- Encourage a culture of spiritual growth, accountability, teamwork and excellence among Volunteer Leaders.

COLLABORATE

- Work closely with pastoral staff, Volunteer Leaders and parents to provide consistent care and discipleship for students.
- Partner with ministry leadership to identify opportunities for improvement, growth and development within student ministry groups.
- Participate in ministry meetings, training and planning as required.
- Uphold church policies related to child safety, reporting and appropriate boundaries.
- Attend designated camps and student ministry events to support and encourage Volunteer Leaders and provide leadership as needed.

Requirements:

- Experience as a parent, ministry leader, mentor or small-group leader is strongly preferred.
- Experience leading, coaching or developing adult volunteers.
- Experience working with youth, young adults, families or student ministry.
- Ability to provide mature, biblically grounded guidance to Volunteer Leaders navigating sensitive situations.
- A firm grasp of core Bible-based theological truths and the ability to clearly articulate them.
- Strong relational, communication and organizational skills.
- Ability to maintain appropriate confidentiality, boundaries and discretion.
- Must be willing and able to accompany students and Volunteer Leaders to designated camps throughout the year or provide a suitable replacement to ensure adequate leadership and support.
- Must be available to work evenings and weekends as required by Student Ministries.

Spiritual Requirements:

- Is a committed follower of Jesus Christ.
- Willing to become a member and attend Highlands Church, subsequently agreeing to Highlands':
 - Statement of Faith
 - Statement on Marriage and Sexuality
 - Highlands Bylaws, Article 7.5 – Church Discipline
- Abides by the policies and procedures of Highlands Church
- Strives to uphold the values of L.I.F.E.
 - Love 1 Corinthians 13:4-8
 - Integrity: Hebrews 12:1-2
 - Fun: Ecclesiastes 2:24-25
 - Excellence: Colossians 3:23