



HIGHLANDS CHURCH

5 / 6 Ministry Coordinator

The Highlands 5 / 6 Coordinator (H56) leads the ministry that equips 5th and 6th Grade students, volunteers and parents to follow Jesus. This role is responsible for H56 services/programming, potential camps, special events/VBX and volunteers. A key component of the H56 role is to help students grow into a personal style of learning and faith development that empowers and encourages them to take ownership of their walk with Jesus. This is a full-time position with benefits and flexibility in scheduling; some required times include Tuesday, Wednesday evenings and Sunday.

Specific Responsibilities

- Communicate the gospel and biblical principles in a creative and culturally relevant manner to students
- Build relationships with students and their parents
- Collaborate within the Family Ministries team to build and align 5/6 programming with Highlands vision and mission in mind
- Develop and deliver curriculum during each weekend/midweek service
- Recruit, develop and equip a dynamic volunteer staff to invest in the lives of students
- Create a space for student leadership within the ministry in which students are learning to be the church and invest in others
- Create a culture of evangelism where kids grow in faith, engage in community and live on mission
- Equip parents to lead their family to grow in faith – communicate regularly with parents
- Create a high-quality program that draws in kids from various backgrounds with various interests
- Lead special events (Camp, VBX, Outreach, etc.)

General Administrative and Campus-Related Responsibilities

- Committed to a growing personal relationship with Jesus Christ.
- Possesses excellent people and administrative skills.
- Conveys warmth, authenticity and hospitality with first impressions.
- Exhibits competent computer skills and knowledge of Google Docs and Microsoft Office suite.
- Maintains flexibility to adjust hours for various special events, especially Family ministry events.
- Maintains positive relations and open communication with Highlands leadership, employees and volunteers.

Education

- Bachelor's degree or in progress preferred, though maturity and related life experiences may also qualify an individual for this position
- Experience in leading Grade/Middle School aged children/student ministries

Spiritual Requirements:

- Is a committed follower of Jesus Christ.
- Is a member and attends Highlands, subsequently agreeing to Highlands':
 - Statement of Purpose
 - 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
- Displays a heart for ministry
- Exhibits the fruit of the Spirit
- Pursues unity

Physical Requirements:

- Able to easily navigate Highlands campus and various off-site locations (i.e., various local meeting places, airports, mission trip locations, etc.)
- May have occasion to drive to conduct off-campus errands
- Physical demands may include ability to lift up to 25 pounds; extended periods of sitting or standing

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

****This description is not intended to be all inclusive. Duties & responsibilities may be updated or changed.****