

# NOW HIRING!

## Part-Time Student Ministries Coordinator

### DESIRED CHARACTER TRAITS & SKILLS

#### CHEMISTRY

- Heart for students, families, and LEFC mission and community
- Seeks connection and builds trust across teams and volunteers
- Collaborative team player who supports others well

#### COMPETENCE

- Strong organizational and administrative skills. Clear communicator
- Proficient in the creative use of a variety of software and systems
- Experience with event coordination and ministry

#### CHARACTER

- Life centered on Jesus
- Servant leader that is reliable, self-motivated, and detail oriented
- On mission to make disciples of Jesus Christ by sharing Him with their Oikos



LANCASTER  
EVANGELICAL  
FREE CHURCH

Lancaster Evangelical Free Church is seeking a part-time (15 hours per week) Student Ministries Coordinator to support our ministry.

Please read the complete job description below and prayerfully consider if God is calling you to this role at LEFC.

**Accepting  
applications until  
position is filled**

### INTERESTED?

WE'D LOVE TO HEAR FROM YOU!

### READY TO TAKE THE NEXT STEP?

SUBMIT YOUR COMPLETED APPLICATION AND RESUME TO:

**Danielle Wittmaier**

EXECUTIVE ADMINISTRATOR - OFFICE & HR MGMT

**wittmaier@lefc.net**

419 PIERSON RD, LITITZ PA 17543 | 717.626.5332



# Student Ministries Coordinator

## Job Description

**Title:** Student Ministries Coordinator

**Reports to:** Pastor of Student Ministries

**Purpose:** The Student Ministries Coordinator is a part-time position supporting Crossover Student Ministries by assisting in the planning, coordination, and execution of camps, retreats, and regular ministry events. This role also includes oversight of the Crossover Hospitality Team and support for the Oikos and Creative Teams.

### Character Traits of the Student Ministries Coordinator

- A growing relationship with Jesus demonstrated through prayer, time in the Word, and a heart for ministry.
- A servant leader with strong organizational skills and attention to detail.
- A collaborative team player who communicates well and supports others effectively.
- A desire to grow spiritually and professionally while serving the local church.
- Committed to the mission and vision of LEFC with a heart for students and families.
- Reliable, self-motivated, and able to manage multiple tasks with minimal supervision.
- Fully invested in the ministry of LEFC. It is our expectation that our team members and their family will be involved in LEFC wherever appropriate

### Job Responsibilities of the Student Ministries Coordinator

- Primary interaction is with the Pastor of Student Ministries, Director of Student Ministries, and Student Ministries Assistant as well as key volunteers within the ministry.
- Oversee the planning timelines for all retreats and camps
- Assist in planning and coordinating camps and retreats, managing logistics, communication, and details.
- Assist in planning and coordinating regular ministry events, including: Summer Kickoff, Life Group Launch, Worship Nights, Oikos Events, and G56 Events.

- Serve as the overseer of Crossover Hospitality, casting vision for growth and expanding the team's impact.
- Oversee and equip the Hospitality Team, ensuring environments are welcoming and teams are well-prepared.
- Assist in the oversight and equipping of the Oikos Team, supporting relational evangelism efforts.
- Assist the Crossover Creative Team with projects, communications, and event promotion as needed.
- Collaborate with the PSM, DSM, and Student Ministries Assistant to ensure seamless event execution.
- Participate as a member of the LEFC Church Staff and perform other duties as the situation arises/assigned by supervisor or member of LEFC's executive team.

#### **Requirements for the position**

- Excellent communication skills – written, verbal, and interpersonal – with excellent attention to detail, exercising discernment
- Excellent organizational and administrative skills. Ability to prioritize multiple tasks and projects while working under deadlines
- Proficient in the creative use of a variety of software applications, e.g., word processing, presentation, and publication software
- Ability to work flexible hours, including some evenings and weekends around ministry events.
- Active member or regular attender of LEFC
- The ability to be trusted with confidential information
- High School Diploma or equivalent

# Lancaster Evangelical Free Church (LEFC)

## Application For Part-Time Employment

Position Applied For: Student Ministries Coordinator Date: \_\_\_\_\_

### 1. Personal Information:

Last Name	First Name	Middle Name
Present Address		
Permanent Address (if different than above)		
Telephone	E-mail	

Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

Do you have any relatives who are presently (or have formerly been) employed by LEFC? If so, please give their name and the dates of their employment:

Have you at any time ever: *Please type "yes" or "no" in answer to each question*

Been arrested for any reason?	
Been convicted of, or pleaded no contest to, any crime?	
Engaged in any child molestation, exploitation, or abuse?	
Been accused of any child molestation, exploitation, or abuse?	

If the answer to any of these questions is "yes," please explain in detail:

### 2. Educational History:

	School Name/Location	# of Years Completed	Degree/Diploma
High School			
College/University			
Tech. Training			
Other			

**3. Employment Record:** *Please include information for your last two employers.*

1	Organization Name (current/most recent employer)	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		
2	Organization Name	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		

**4. Job Competencies:** What skills, areas of knowledge, or experiences do you have which lead you to believe you are competent to perform well in this position?

**5. Organization Fit:** Because LEFC is a church with the intent to exhibit and promote the Christian faith, please describe the relationship you have had with Christ and the Church over the past three years, and more specifically at the current time.

**6. Work Style:** Do you prefer to work hard behind closed doors or work hard as part of a team?

**7. Why do you want to work at LEFC?**

**8. How long have you been involved at LEFC?** Where do you connect best in our congregation?

**9. Personal References:** *Please do not include relatives.*

1	Name	Relationship to You	Years Known
	Address		Telephone
2	Name	Relationship to You	Years Known
	Address		Telephone

**Application Verification and Release:**

I recognize that LEFC is relying upon the accuracy of the information asked for in this application document. Accordingly, I attest and affirm that all of the information I have provided is true and correct.

I authorize LEFC to contact any person or entity I have listed herein and authorize the same to provide information related to my background, character, and qualifications. I further authorize LEFC to conduct a criminal and child abuse history background check if that is deemed necessary.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return your completed application along with your resume, or refer any questions you have to:**

*Danielle Wittmaier  
Executive Administrator  
Lancaster Evangelical Free Church  
419 Pierson Road  
Lititz, PA 17543  
(717) 626 5332  
wittmaier@lefc.net*

## **Meet Lancaster Evangelical Free Church**

LEFC is a multi-generational regional church located just outside the borough of Lititz. People of all ages come together from various communities in the northern Lancaster County area to worship and serve the King of Kings!

LEFC began with a small group of people who believed the area needed an Evangelical Free Church, a church that would hold the Word of God in high regard and be a grace-filled place where people could “come as you are.” We have grown to a body of about 1,800 people who love God deeply, study his word, and share not only the gospel but our lives with the people that make up our relational worlds, a group the ancient Greeks identified by the word *oikos*. The very words of Christ are what unite and mobilize us in our mission to “make disciples of Jesus Christ.” We do this by loving God, loving people, living truth and proclaiming Jesus.

The Lord has blessed us with stable leadership and a growing staff team with low turnover. Together, we are focused on four key areas of vision specific to LEFC’s call as part of the body of Christ: Reaching Southeast Asia, Teaching Church, Multiplication, and Praying Church. We are also entering a season of expansion with the introduction of Project 2:42 this fall, which will add much-needed teaching space and parking. We joyfully anticipate all God will do in and through us for the advancement of the gospel for His glory!

## **Welcome to Lititz**

With a well-preserved small-town culture, Lititz is a treasure spot in the heart of Lancaster County. Boasting a vibrant downtown, Main and Broad Street are lined with unique shops a short walking distance away from beautiful Lititz Springs Park. Lititz offers trendy eateries, pastry shops, a coffee roaster, award winning pubs and more.

Lititz hosts the longest continuously running fourth of July celebration in America, a massive craft fair, the chocolate walk, and countless other events and celebrations throughout the year.

Surrounded by rolling farmland and rooted in rich heritage, it has a steady heartbeat of tradition and history. This blending of old and new is what sets it apart from other small-town destinations; with residents and visitors alike relishing in its timeless and vibrant ambiance. It’s no wonder Lititz was voted America’s Coolest Small Town.