



## **Position Description**

### **Director of Student Ministries.**

**Purpose Statement:** Catalina Foothills Church (CFC) exists to rest in the Love of Christ, to remind each other of that love and to reflect that love to Tucson, Arizona and to the ends of the earth. We will do this by reaching people with the good news of the gospel and equipping them to serve Christ as they go out into their world with the gospel.

**Vision:** To reach and equip, students with the good news of the gospel and to equip them to live out a biblical world and life view as faithful disciples of Christ where ever they go and to whatever God calls them to do in their lives.

**Position Title:** Director of Student Ministries.

**General Description:** The Director of Student Ministries of Catalina Foothills Church (PCA) supervises all aspects of the junior and senior high school ministries.

**Classification:** Full-Time

**Benefits:** As described in the Employee Handbook

**Reports to:** Pastor

**Classification:** Full-Time (50 hours per week)

**Supervises:** Volunteer leaders, Interns and Assistant

#### **Responsibilities:**

**A. RELATIONSHIPS:** The first priority of the Director of Student Ministries is to create a community of parents and volunteers who will serve students and CFC well and will communicate this vision to CFC, to parents and to the community at large.

#### **Results:**

A. The Director of Student Ministries knows 90 percent of the youth by name as well as their parents.

- B. All first-time guests to youth events are receiving exceptional and timely follow-up, so that all youth who want to become part of the CFC youth ministry does so in a way the feels welcoming and natural to them.
- C. The Director of Student Ministries serves as a “sounding board” for students and their parents and has an accessible referral list of professional counselors to access when necessary.
- D. The Director of Student Ministries participates weekly in community and/or school events involving youth connected with the CFC youth ministry.
- E. “Spontaneous” events included and engaged not only participating youth, but also youth from the community and from CFC families who have not been regularly attending.

**B. RECRUITING AND SUPERVISION:** The Director of Student Ministries coordinates and supervises all youth ministry staff and hands-on adult volunteers regularly to ensure that the efforts of all adult leaders and staff members are coordinated to maximize their effectiveness.

**Results:**

- 1. All weekly hands-on adult volunteers are recruited and have received training as possible. This would preferably be done before they begin but is not required.
- 2. Regular meetings, in which support, training and encouragement are provided to the volunteers working hands-on with youth, are taking place.
- 3. The Director of Student Ministries is to direct the strategic process of the CFC youth ministry by ensuring that:
  - a) Three-year goals and one-year benchmarks for the youth ministry are updated annually,
  - b) The youth staff annually evaluated progress based on those goals and benchmarks, and
  - c) The staff is regularly attentive to accomplishing the youth ministry’s one-year benchmarks.

**C. PROGRAMS:** The Director of Student Ministries will create a student ministry that is gospel centered and family friendly. It will invite students to believe in the gospel of Christ and will equip and encourage Christians students in their walk with God, their relationship to their parents and the church and it will help them grow in their understanding of Christ and his world.

**Results:**

- 1. The weekly programs (such as Sunday Morning classes, evening classes and small groups) are growing in participation, enthusiasm and excellence.
- 2. A curriculum design template is in place for the CFC youth ministry, and curriculum resourced for each year are selected at least on month before the school year begins.

3. All major event coordinators and other behind-the-scenes volunteers are being recruited and equipped with the information and tools needed to carry out their responsibilities.
4. The youth ministry regularly has met or exceeded its participation targets for the calendared youth ministry events.
5. The Director of Student Ministries is available to teach Wednesday evening and Sunday morning classes and is present in worship.
6. The Director of Student Ministries is to ensure that adherence to child safety policies are being followed in all youth programs and activities.
7. Expenses for the current year are being tracked and a budget for the coming year is proposed to the leadership as requested.

**Qualifications:**

**D. EDUCATION:**

- Undergraduate Degree

**E. EXPERIENCE:**

- At least 5 years' experience leading a youth ministry involving at least 50 youth.

**F. ABILITIES:**

- Initiative, leadership, ability to connect well with youth and volunteers, problem solving, patience, teaching, preaching, writing, reading sense of humor, empathy, energy. Ability to communicate effectively in oral and written form. Ability to prioritize and balance multiple tasks and manage potentially tense situations. Commitment to grow as a disciple of Christ.

**G. Training**

- CFC will provide for training at least once a year off site at the choice of the youth pastor with approval of the pastor and session.

**G. WORK ENVIRONMENT**

In addition to programs that take place on the church campus, much of the work of the Director of Families and Students will require work that takes place away from the office.