

**Glen Ellyn Evangelical Covenant Church**  
**Director of Student Ministries**  
APPROVED BY LEADERSHIP TEAM ON 3/19/19

**Position Title:** Director of Student Ministries (Part Time – 30 hrs.)  
**Department:** Junior and Senior High (6<sup>th</sup> grade through 12<sup>th</sup> grade)  
**Accountable to:** Associate Pastor to Students and Leadership Team

**JOB SUMMARY:**

The Director of Student Ministries is responsible to minister to all students in 6<sup>th</sup> through 12<sup>th</sup> grade. The programming for this ministry includes discipleship and relational aspects of youth ministry: planning, developing, coordinating and leading in a manner which will lead students to desire a closer relationship with Jesus Christ. Our youth ministry is made up of children of the church as well as those from the community. One important distinctive of our youth groups is that over 50% of students who attend are immigrants (mainly from Burma and Nepal), many of whom attend the immigrant congregations who rent our facilities for worship.

**PROGRAM RESPONSIBILITIES:**

- Plan and execute both Junior High and Senior High Sunday School and mid-week JrLeague and HiLeague youth groups.
- Build relationships with the students as well as the community and schools. For example, by attending students' extra-curricular activities.
- Recruit, train, motivate and support lay leaders to serve in the youth ministry (including interns when applicable).
- Create and facilitate an effective team of Student Leaders.
- Provide/recruit a worship experience for youth group (including tech where necessary).
- Plan, coordinate, conduct, and evaluate special events such as camps, retreats, mission trips, fun activities, etc. (this includes fundraising, when necessary)
- Maintain clear communication with parents and students.
- Seek and participate in professional development.
- Attend Glen Ellyn Covenant as your home church and participate in the Sunday morning worship service.
- Help with Confirmation in collaboration with pastoral staff.

**ADMINISTRATIVE RESPONSIBILITIES:**

- Maintain regular office hours.
- Attend necessary meetings (staff meetings, congregational meetings, etc.)
- Provide monthly Ministry Reports to Leadership Team and congregation.
- Create and maintain Student Ministry event/curriculum calendar.
- Prepare and manage the annual Student Ministry Budget.
- Uphold the spirit and aims of GEECC and the ECC at large, adhering to the ethical principles for Covenant ministers.
- Maintain professional behavioral boundaries within the staff

**QUALIFICATIONS:**

The ideal candidate for our next Director of Student Ministries will...

- be a committed follower of Jesus.
- have a genuine heart for teenagers.
- have a passion for communicating the gospel to students.
- be an individual who has been specifically called into ministry.
- be a relationally-centered individual.
- have a passion for intercultural ministry.
- embody enthusiastic leadership.
- a person who is dependable, teachable, and receptive to direction.
- have previous experience in planning, organizing, and supervising youth ministry (minimum of 2 years).
- have the ability to provide Christian guidance to both parents and youth on contemporary issues.
- demonstrate excellent interpersonal skills.
- have the ability to communicate effectively.
- have a Bachelor's Degree (ministry related preferred).