

Do you have a passion to see students grow in their faith? Do you enjoy recruiting and working with amazing volunteers? Would you like to be part of a team that is committed to partnering with parents to build a next generation of leaders? Are you a self-starter, team player, with a can-do attitude? Do you want to live in the fast-paced culture of the DC area? If so, this opportunity may be for you! Burke Community Church is excited to be adding our next Assistant Director of Student Ministries to pursue this vision.

Located just outside of Washington D.C. in Burke, Virginia, BCC is a fast growing, Bible-based, non-denominational congregation of over 2,300 people and close to 200 students in the 5<sup>th</sup>-8<sup>th</sup> Grade Ministry. God's work in student ministries has been overwhelmingly evident as students are connecting with one another in small groups, studying God's Word for themselves, and sharing the gospel with their friends.

Our next Assistant Director of Student Ministries will be primarily responsible for shepherding the 5<sup>th</sup> – 8<sup>th</sup> graders, but will also work collaboratively across all grade levels (5<sup>th</sup> – College) throughout the year.

Position Title: Assistant Director of Student Ministries (5<sup>th</sup> – 8<sup>th</sup> grade emphasis)

Reports to: Director of Student Ministries

Supported by: Student Ministry Assistant

### **Key Responsibilities:**

- **Plan and Execute:** Work closely with the Student Ministry Team to plan and execute the goals and vision of the Student Ministries, evaluating the past and planning for improvement in the future.
- **Communicate Clearly and Effectively:** Responsible for teaching biblically based, culturally relevant and age-appropriate messages in both large and small group settings on Sunday mornings as well as weeknights.
- **Cast the vision:** Develop a 5<sup>th</sup>-8<sup>th</sup> Grade ministry plan that fits within the overall Student Ministry vision and strategic plan. Lead the efforts in recruiting and training volunteers in the ministry. Have a high level of buy-in to the overall mission and vision of BCC.
- **Connect Relationally:** Cultivate relationships with students outside of large group events by spending time with them. Care for and invest in ministry volunteers. Counsel as needs arise and care for students and families through challenging situations.
- **Partner with Parents:** Develop and implement a strategy to partner with parents as they disciple their kids.

## **Job Requirements:**

### **Education**

Bachelor's degree from an accredited college or university. Preference given to candidates with a major or emphasis in Biblical Studies or Student Ministry with Seminary training.

### **Experience**

A minimum of 2 years experience in Student Ministries as a member of a church staff. *(Full-time experience in a ministry of over 75 students is preferred).*

### **Skills**

- **Team Player:** Have a team-oriented attitude and willingness to work closely with the Student Ministry Team as well as the other ministries of the church.
- **Ability to communicate clearly:** Video example of teaching in a group setting is required. Additionally, you will need to demonstrate excellent oral and written communication skills throughout the hiring process.
- **Computer skills:** Proficient in Gmail, Microsoft Office Suite (especially Word, Excel and PowerPoint), ProPresenter, and other basic computer programs. Experience with video editing and graphic design is a plus.

### **Work Environment**

Our Student Ministry Team is a group of high functioning individuals who play off of each other's strengths, appreciate each other's backgrounds and perspectives, and love to have fun together! We value innovation, clarity, and authentic community with each other as we work together to build servant leaders who are committed to biblical truth and reflect these same values.

We regularly collaborate with the other ministries of the church and enjoy our monthly gatherings as a staff to share information, pray for each other, and build personal relationships. Some of our favorite staff memories include office chair relay races, fast paced scavenger hunts, and impromptu excursions to a restaurant or the movies!

### **Work Schedule**

The work schedule is a combination of regular business hours from Monday through Thursday along with some weeknights for ministry events. Sundays are also considered a work day for this position. Currently, the 7<sup>th</sup>/8<sup>th</sup> Grade Ministry meets weekly on Thursday nights and the 5<sup>th</sup>/6<sup>th</sup> Grade Ministry meets monthly on Friday nights. Other events such as retreats, summer camp, mission trips, and training conferences may require attendance.

### **Physical Demands**

We want to create memorable experiences for our students which may require a little extra effort and muscle to tote around game supplies and sound equipment. Our team has

been known to make a little mess with color dust, foam and slime too! Bring your creative energy and join the fun!