



Director of High School Ministry

Title: Director of High School Ministry

Position: Part time (30 hours per week), salaried, at will

Accountability: Senior Pastor and Council

Ministry Description: The Director of High School Ministries will be responsible for developing and implementing programs and personal ministries that will reach out to the high school students of our church to help them make, renew, and deepen their commitment to Christ, and enable them to respond to God's love by serving others and creating a community of acceptance and care.

Personal Qualities:

1. Model a godly lifestyle
2. Possess superlative administrative skills
3. Fluent in technology and social media
4. Eager to share and demonstrate his/her faith
5. Relates well to young people (both Christian and non-Christian) and their parents
6. Bachelor's Degree or experience in a related field preferred
7. Have an eager and teachable spirit
8. Have a sincere desire to see young people become committed followers of Jesus Christ
9. Be a team player
10. Be a member of Caledonia CRC

Job Description

1. Recruit and train High School Volunteer Leaders
2. Prepare a budget and be accountable for expenditures of High School Ministries
3. Coordinate high school ministry calendar and communicate with parents regularly
4. Plan and run High School Ministry programs, small group coordination and care, and overall curriculum
5. With the Middle School Director, lead Profession of Faith Class annually
6. Plan and carry out the summer mission trip
7. Maintain a working knowledge of CCRC Personal Protection Policy as well as the State of Michigan protection guidelines
8. Work with Children's Ministry and Middle School Directors to train all volunteers on Caledonia CRC Personal Protection Policy and applicable volunteer requirements such as background checks
9. Report in writing on ministry activities to council four times per year
10. Attend bi-weekly staff meetings
11. Any other work assigned by the Senior Pastor or Council.

All applicants should email their resume to administrator@caledoniacrc.org