

Friendship Baptist Church Student Ministry Director

Job Description:

The student ministry director is a visible and vital part of the church family, leading in the evangelism and discipleship of middle and high school students, and in the fostering of relationships with the parents and guardians of these students as a part of the congregation's commitment to discipleship. Therefore, it is essential that the student ministry director be welcoming, knowledgeable, organized, and industrious. The student ministry director will need to develop and implement a ministry plan focused on outreach to the students in the community while also providing ministry opportunities to the students of member families. The student ministry director will be responsible for leading a Bible study every Wednesday night and assisting with the students Sunday School class as needed. Consequently, the student ministry director must not only hold to the full inspiration and inerrancy of Scripture but must teach in a way that consistently accords with sound doctrine and clearly asserts the truth of the gospel of Jesus Christ. Additionally, the student ministry director must develop and maintain a group of adult volunteers who will provide support during weekly Bible studies and chaperone youth activities. The student ministry director will receive an annual evaluation centered on five competencies: character, communication, congregational support, cooperation, and confidentiality. The student ministry director is under the supervision of the pastor in conjunction with the personnel committee.

Key Responsibilities:

Character

- Maintain a vibrant relationship with Jesus Christ
- Maintain active membership in Friendship Baptist Church, participating in all aspects of congregational life
- Steward the trust of the pastor, staff, and congregation well by doing one's best as unto the Lord
- Remain open to constructive criticism and ask for help when needed
- Pass and maintain a clean criminal and vehicle background check

Communication

- Develop protocols for safely, yet effectively communicating with students and their parents/guardians about student ministry activities
- Maintain a student ministry social media presence and provide updates about student ministry activities for the church website
- Ensure that all student ministry plans are shared with the pastor and staff for review and communication to the whole congregation in advance
- Ensure recent, clean background checks are on file for all adult volunteers
- Ensure bus and medical release forms are on file for all students and are updated annually
- Cultivate positive working relationships with adult volunteers within the student ministry as well as with members not connected with the student ministry
- At the direction of the pastor, participate in leading corporate worship services and in developing avenues for students to lead in corporate worship services

Congregational Support

- Develop and initiate implementation of a student ministry plan focused on outreach in coordination with the pastor during the first 90 days of employment
- Prepare annually a student ministry plan and budget to be submitted to the pastor by October 1
- Coordinate with adult volunteers the coverage of speakers/teachers for student ministry gatherings when away on leave and communicate these plans in advance to the pastor
- Provide opportunities for fellowship and discipleship with parents/guardians of students with each other and the congregation
- Provide special opportunities for spiritual growth, whether in weekend or weeklong discipleship settings; these opportunities may include partnerships with other congregations or denominational ministries
- Organize and maintain the student ministry resource room and meeting room

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- Train students to share their faith and provide organized opportunities for them to engage in local missions

Cooperation

- Support the pastor and staff in their pursuit of the mission and ministry goals of Friendship
- Prevent unnecessary frustration by expressing concerns as they arise with the pastor and/or personnel committee
- Refrain from speaking sarcastically or negatively of the pastor, staff, and members of Friendship in the church or community
- Refrain from openly discussing leaving your position, regardless of the reason
- Remember that ministry needs may require a shift from the planned schedule
- Perform other duties as assigned by the pastor

Confidentiality

- Honor the privacy of the pastor and staff, and those they serve, by not disclosing their daily tasks with callers and/or guests
- Do not discuss, publicly or privately, personal information about or reflections of the pastor, staff, or members of the church
- Assume all information, whether personal or professional, discussed with the pastor, staff, or members of the church is to be held in confidence until otherwise directed or unless the information mandates a report to the authorities

Office Hours:

While the student ministry director is not expected to maintain set office hours for availability to the congregation as other staff are, it is expected that the student ministry director will work 10 hours per week in fulfillment of his responsibilities. In addition to being present for all regularly scheduled services and activities, whether as a leader or participant, the student ministry director must put in sufficient time to prepare for teaching opportunities, plan student ministry activities, perform administrative tasks, and work with the pastor and staff in planning the overall ministry of the church.

Compensation:

The student ministry director will be paid an annual salary of \$7,800.00. Additionally, the student ministry director will receive two bonuses of \$200 each, one for his birthday and one for Christmas.

Leave:

The student ministry director is entitled to four (4) days of personal leave consisting of two (2) Sundays and (2) Wednesdays, as well as four (4) days of sick leave consisting of two (2) Sundays and two (2) Wednesdays annually. The use of leave time, except in the case of emergencies, must be coordinated with the pastor at least two weeks in advance.

By signing below, I recognize that I have read, understand, and accept the responsibilities of the position of student ministry director outlined in the job description and personnel manual.

Employee Signature: _____

Date: _____

Pastor Signature: _____

Date: _____

Personnel Chairman Signature: _____

Date: _____