



Job Description: Student Ministry Director

Job Title: Student Ministry Director

Reports To: Senior Pastor

Classification: Part-Time - Salaried

Revision: January 2018

Purpose:

The Student Ministry Director is responsible for the development and implementation of vision, strategy and tactical elements for all programs, activities, and educational aspects related to the Student Ministry at Woodward Avenue Baptist Church. Specifically, the Student Ministry Director is responsible for coordinating Sunday School (6th grade - College), Sunday Evening, and Wednesday Night activities of the Student Ministry.

Competencies & Expectations:

- A passion for ministry to students and seeing both parents and students grow in their faith.
- A personal growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- An ability to embrace the vision, values and statement of faith of Woodward Avenue Baptist Church.
- An ability to use appropriate judgment, discretion, sensitivity, and confidentiality.
- Possess strong interpersonal skills with the ability to maintain a healthy and motivating relationship with supervisors, coworkers, and volunteers.
- Proven leadership skills utilizing a cooperative, collaborative team leadership style.

Essential Job Functions

- Provide leadership to the Student Ministries of Woodward Avenue Baptist Church.
- Plan and implement a regular gathering of students that leads them to worship Jesus Christ through Bible teaching, music, prayer, fellowship, and other discipleship aides.
- Coordinate and communicate with all volunteers for Student Ministry events and activities. At least one special Student Ministry event/activity is expected each quarter of the year.
- Oversee and implement all safety and security processes for the Student Ministries.
- The Student Ministry Director will accept other duties as assigned by the Senior Pastor.
- Work with the Senior Pastor and other staff to ensure the Student Ministry operates in a way that promotes the overall vision of Woodward Avenue Baptist Church.
- Promote unity of office staff and congregation of Woodward Avenue Baptist Church.
- Maintain personal and spiritual devotion.
- Follow/adhere to Office Policy for Ministerial and Office Staff

Hours, Supervision & Compensation

- The Student Ministry Director shall work approximately 20 hours per week.
 - + Workdays include Sundays & Wednesdays
 - + Must also attend the weekly staff meeting and arrange consistent office time with the pastor
 - + Expected to lead/participate in additional discipleship events (i.e. Conferences, Summer Camp, Disciple Now Weekend, etc.)
 - + Expected to fill the pulpit, when requested to do so, in the absence of the Senior Pastor.
 - + The supervisor must approve any time off (paid or unpaid). The appropriate form must be filled out in the church office for the use of personal days/paid time off and recorded in the weekly job performance summary.
- Reports to Senior Pastor
 - + An annual review will be performed by the Senior Pastor and a member of the Personnel Committee with copies of the review provided to the staff member, the Personnel Committee, and placed in the staff member's personnel folder.
- The Personnel Committee will recommend a compensation package to the Finance Committee and will be approved by a vote of the church membership.
 - + The Student Ministry Director will receive an annual salary to be paid in weekly increments.
 - + The church will provide \$50 per month for cell phone reimbursement.
 - + In addition to salary, the Student Ministry Director will receive 1 week (20 hours) of vacation time each January to be used by December 31st of the same year. The Student Ministry Director will also accrue personal time at a rate of 0.025 hours per each hour worked.

This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements