

Presbyterian Church of the Master

Job Description

TITLE: Assistant Director of Student Ministries

PURPOSE:

The Assistant Director of Student Ministries is called to assist the Director of Student Ministries in developing and implementing a Christian education program for Jr. High, High School, and College-aged youth, with a primary ministry to Jr. High grade levels.

CHARACTERISTICS AND QUALIFICATIONS:

- Strong evidence of faith in Jesus Christ and love for the Church
- Impeccable character with a demonstrated level of maturity consistent with scripture.
- Passion and insight for ministry to youth and their families.
- Fun-loving, energetic, and with a sense of humor.
- Proven spiritual leader and mentor for youth and families.
- Self-starter with a deep commitment to excellence.
- Strong verbal and written communication skills, with a proven ability to teach Jr. High Students.
- Enthusiasm and confidence to work cooperatively and productively as a team player across generations.
- Proven ability of working with a budget.
- Biblical literacy and refined understanding of Christian theology in the Reformed tradition.
- A working knowledge of and appreciation for the developmental stage of Jr. High.
- Strong organizational skills.
- A proven history of program development and execution.
- Bachelor's degree required, Master of Divinity with P.C.(USA) ordination track preferred.
- Youth Ministry experience.

RESPONSIBILITIES:

1. Work with the Director of Student Ministries to include Jr. High grade levels in the Student Ministries Sunday School service.
2. Plan, teach and execute a midweek outreach program for Jr. High grade levels, in consultation with the Director of Student Ministries.
3. Continue developing mission and service opportunities for Jr. High students.
4. Develop and organize small groups for Jr. High students.

5. Establish relationships with Jr. High students and their families by:

- * Visiting students at school and at off campus activities.
- * Calling and contacting Jr. High students at home.
- * Recruiting, training, developing, and leading adult volunteers.
- * Networking with other youth ministers in the area.
- * Contacting parents via e-mail, postcards, telephone, and website regularly.

6. Assist the Director of Student Ministries with the High School program by:

- * Periodically attending the High School mid-week program.
- * Leading a small group for select High School students.
- * Developing High School leaders to participate in the Jr. High midweek program.

7. Assist the Director of Student Ministries in the College program by:

- * Developing College students to be small group leaders for Jr. High Students.
- * Developing College students to be leaders at the Jr. High midweek program.
- * Periodically attending the College midweek program.

8. Meet with the Director of Student Ministries weekly to discuss programming.

9. Attend the Student Ministries Committee meeting, when requested.

10. Plan and attend a short-term mission trip, Forest Home summer camp and winter camp, and other overnight activities and trips.

ACCOUNTABILITY:

The Assistant Director of Student Ministries is accountable to the Director of Student Ministries and the Student Ministries Committee of Session.

EVALUATION:

Performance reviews will be conducted annually by the Director of Student Ministries, based upon the accomplished objectives and goals of the job description.

TERMS:

This position is full-time with medical benefits. The start date for this position is January 2, 2012.

If you are interested in this position, please e-mail your resume and cover letter to AssistantDirectorSM@gmail.com