

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P : 248-879-8533

F : 248-879-8572

Position Title:	Director Student Ministries
Department:	Student Ministries
Campus:	Pontiac
Date:	July 2021
Supervisor:	Campus Pastor
FSLA Status:	Exempt

Position Profile:

The Student Ministries Director serves as a member of the Pontiac campus ministry staff and is under the direction and leadership of the Campus Pastor. The Student Ministries Director is responsible for all aspects of student ministry grades 6-12, assisting in leading and implementing the Student Ministries of Woodside Bible Church, Pontiac Campus, to accomplish the overall vision and purposes of Woodside Bible Church.

Skill Set:

This director is a strong communicator, Biblical teacher, and skilled at contextualizing concepts that students can understand. They possess strong vision, organizational, and shepherding skills. This person is a team player with the ability to relate to students, as well as work directly with families of Woodside Bible Church.

Competencies:

- Building and Supporting Teams
- Delegating Responsibility
- Demonstrating Initiative
- Evaluating and Implementing Ideas
- Integrity/Ethics
- Interpersonal Skills
- Know Your Sheep
- Maintaining Work/Life Boundaries
- Managing Resources
- Multiplication
- Protect Your Sheep
- Servant Leadership
- Teaching
- Teamwork
- Using Computers and Technology

Experience Qualifications:

- Minimum of a bachelor's degree required. Demonstrates an understanding of student ministry, and Christian education within the local church.
- Demonstrates ability to relate to and work under direction and vision of the executive leadership of Woodside Bible Church and with the Woodside Students team from all campuses.
- Ability to develop and adapt to the changing needs of the ministry as it grows.
- Competent in recruiting, motivating and equipping adult and student leaders, teachers, and parents.
- Agrees with the Statement of Faith and Constitution, Mission Statement, vision, and philosophy of Woodside Bible Church.
- Agrees and abides with the philosophy, variables, and non-negotiables of the Woodside Students DNA.
- Lives consistently with the moral qualifications of 1 Timothy 3 and Ephesians 4 & 5.

Duties and Responsibilities:

- Fulfills the requirements and expectations of the Woodside Students growth model outlined in DNA.
- Develops relationships with students, leaders, parents, the church as a family and the surrounding community.
- Builds trust with each of the above relationships through Godly living and love.
- Participates in campus weekend worship services and special events, Woodside Bible Church staff retreats, and any other primary Woodside Bible Church events as outlined by the Campus Pastor.
- Does not miss more than 3 middle school, 3 high school, and 3 Sunday morning gatherings per year.
- Grows the campus ministry and student ministry through baptisms, membership, and Next Steps Pathway.
- Holds consistent office hours, as well as intentional time with students, leaders, and families outside of the campus location.
- Maintains a recognizable presence within the school systems (extracurricular as well) in our community and those our students attend.
- Launches and develops all age and grade specific small groups.
- Plans and structures main events – ideally 1 per quarter (4 per year).
- Plans and structures service projects in the community – ideally 1 per quarter (4 per year).
- Facilitates the planning process and shares responsibilities of student mission experiences and retreats for all campus events.
- Recruits, trains, disciples, mentors, and appreciates parent and young adult volunteer leaders.
- Meets regularly with Woodside Students staff.
- Conducts visitor follow up.
- Provides congregational care (hospital visits/funerals/counseling/on call) for students in the ministry, their families, and the campus when needed.
- Develops goals and objectives, reporting progress through EDGE to the Campus Pastor.
- Shares stories consistently with the Campus Pastor and Campus Administrator of where God is at work.
- Follow Child Protection Program procedures, working with the Safety and Security team.
- Oversees the campus budget for Woodside Students.

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE
APPROVED BY		DATE

