

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Student Ministries Director
<b>Department:</b>	Student Ministries
<b>Campus:</b>	Lapeer
<b>Date:</b>	July 2021
<b>Supervisor:</b>	Campus Pastor
<b>FSLA Status:</b>	Exempt

## Position Profile:

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

## Skill Set:

The director is a strong communicator with biblical teaching and skilled at contextualizing concepts in a way that students can understand. They possess strong vision, organizational leadership, 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 Christian education for Student Ministry within the local church.
- Demonstrates an ability to relate to and work under direction and vision of the executive leadership of Woodside Bible Church and with the Student Ministries team from all campuses.
- Ability to develop and adapt to the changing needs of the ministry as it grows.
- Competent in recruiting, motivating, encouraging, and equipping adult and student small group leaders, teachers, and parents.
- Agrees and abides with the philosophy, variables and non-negotiables of the Student Ministry guides.
- Lives consistently with the moral qualifications of 1 Timothy 3:1-13 and Titus 1:6-9.

## Duties and Responsibilities:

- Develops relationships with students, leaders, parents, and the church as a family and the surrounding community
- Builds trust with each of the above relationships through godly living and love
- Serves as the primary communicator to the students and families in conjunction with the other campuses
- Recruits, trains, mentors, and appreciates volunteer leaders (e.g., teachers, small group leaders, tech booth operators, check-in admins, etc.)
- Provides congregational care (hospital visits/funerals/counseling/on call) for students in the ministry, their families, and the campus when needed
- Shares stories consistently with the Campus Pastor and Campus Administrator of where God is at work
- Conducts visitor follow up through email, phone calls, and/or notes
- Actively involved in a Life Group
- Grows the Student Ministries through teaching the gospel, outreach events, and helping outsiders connect with our church
- Plans and structures main events for students – ideally one per semester during school and one per month during summer (e.g., student lock-in, trips to Cedar point, pumpkin-carving contests, etc.)
- Develops goals, objectives, and reports progress through EDGE development system under the leadership of the Campus Pastor
- Oversees all areas of weekend ministry including curriculum, program, resources, volunteers, and coordinators
- Hosts Leadership Team meetings and training for Students Ministries volunteers
- Coordinates volunteer appreciation as needed
- Follows Child Protection Program procedures and works with the Child Protection Program team
- Attends weekly campus staff meetings
- Meets regularly with Student Ministries staff
- Oversees the campus budget for Student Ministries

## 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.

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<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>	
<b>APPROVED BY</b>		<b>DATE</b>	

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