

Job Description

Position Title **Assistant Director of Student Ministry, Lexington Campus –
Part-time (20-24 hrs./week)**

This job description is focused on the actual work. The spiritual health and vitality of the individual is essential to any position at Grace Chapel. A plan to maintain and insure that spiritual health will be part of each individual Ministry Plan.

**Purpose of
Position**

Grace Chapel has demonstrated a consistent commitment to student ministry since its founding over 50 years ago and takes very seriously the responsibility God has given us to reach and make disciples of middle and high school students inside and outside the church.

The Assistant Director of Student Ministry is someone with a passion for students and a strong desire to share the good news of God's grace with them. This Assistant Director will focus on developing our Sunday Morning program, engaging students in the ministry, and training Sunday morning small group leaders. There are fifty volunteers serving as small group leaders in our middle school and high school ministries on Sunday mornings.

**Candidate
Attributes**

To be effective in this role, a successful candidate for this part-time position will be a growing Christ follower who possesses many of the following core gifts and passions:

1. Shepherd: A love and passion for middle and high school students and their parents; a call to see students' lives transformed into Christ-likeness; and a desire to create authentic community among them. Must have strong relational skills.
2. Communicator: An individual with the ability to teach and communicate effectively in multiple settings with students and parents.
3. Leader: A gifted and energetic team-builder and relational leader who can cast a clear and compelling vision for our Sunday morning program; effectively identify, develop, and equip teams of small group leaders; provide on-going support and nurture of these leaders; and increase student engagement in the ministry.

4. Theological Depth: A continuous learner with a strong theological foundation and biblical understanding that enables the individual to apply relevant biblical truth to the lives of students. (A bachelor's degree/training is preferred.)
 5. Team Player: An individual who is energized by the unique opportunities afforded by serving on a large church staff, a collaborative student ministry team, and contributing to church-wide ministry initiatives.
 6. Outreach: A passion to reach out to students who are not yet Christ-followers; the ability to share the gospel in ways that are relevant to their lives; and a missional understanding of the gospel.
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Key Working Relationships

The Assistant Director of Student Ministry will report directly to the Pastor/Director of Middle School Ministry. The Assistant Director will collaborate both with the Student Ministry Staff Team and the Next Gen Staff Team for all campuses. In close partnership with the Pastor/Director of both Middle and High School Ministries, this person will collaborate to create a consistent and well-integrated student ministry environment. In addition, they will work together in the planning and coordination of retreats, Sunday morning programming, as well as midweek and special event programming. Student Ministry is supported administratively by the Ministry Team Coordinator for Student Ministry.

General Ministry Responsibilities

The position will be part time (20-24 hours per week). The schedule includes:

- Serving Sunday mornings and being present at various staff and planning meetings when available during the week.
 - Leading a Wednesday house group that meets at the church focused on discipling middle school and high school students who will serve on the worship and tech teams on Sunday morning.
 - Contact time with students to build relationships in order to invite them to become more engaged on Sunday mornings.
 - Serving as a resource to Student Ministry Directors of other Grace Chapel campuses.
 - Participating in the staff life, responsibilities, and activities of the church as available.
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Specific Ministry Responsibilities

- Empowering Sunday small group leaders through clearly articulated vision, purpose and goals.
- Producing our Sunday morning programming, directing and managing the key elements of the morning.
- Empowering, equipping, and supporting parents to be the primary faith parents of their young people.
- Providing organizational leadership and accountability for Sunday small groups.
- Serving as an active team member of the Student Ministry and Next Gen Teams.
- Managing our student ministry database, tracking students' attendance.
- Participating in occasional outreach and community building events.
- Working in partnership with NextGen team for implementation of Child Protection Policy, Safe Church Guidelines, and any other means to ensure the health and safety of our young people.

Qualifications

The ideal candidate will be experienced in Student/Youth Ministry as either a long-term volunteer or paid staff member with these additional qualifications:

- Background in child/adolescent development
- Team building leadership style
- Strong Biblical knowledge
- Proven success at inviting and training volunteers
- Ability to organize and work independently
- Tech and/or worship experience is a plus

Submission Process

If after prayerful consideration you would like to be considered for this part-time position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit your current resume with a cover letter briefly describing your faith background and the reason for your interest in this particular position. These items should be submitted in electronic format only to: resumes@grace.org. No phone calls please.

You will receive an email confirming our receipt of your submission.
