



ASSOCIATE STUDENT MINISTRIES DIRECTOR JOB DESCRIPTION

Objective

The Associate Student Ministries Director (ASMD) is responsible for assisting in the development of ministries that facilitate spiritual growth for Middle School and High School students within the areas of worship, discipleship, evangelism, and service. Through ministry partnership with the Student Ministries Director (SMD), staff, interns, and volunteers, the ASMD will help cast vision and execute that vision in Community's effort to develop people (5th grade through early adulthood) into disciples of Jesus Christ and future leaders in Christ's Church.

Responsibilities

- 1) Relational Ministry with Students and Parents
 - Develop a presence in the lives of students through incarnational ministry
 - Be present in the community of Zeeland and at local events regularly
 - Plan and lead Student Ministry trips and retreats in cooperation with SMD
 - Assist in student's new member and profession of faith experience
 - Serve as point person for communication and parental relationships
 - Help with volunteer recruiting and training

- 2) Student Ministries Event Leadership
 - Assist in Student Ministries events, with a leadership role in either High or Middle School and an assistant role in the other
 - Vision casting and creation of new worship environments
 - Share in communicator/teacher responsibilities at Student Ministries events
 - Be prepared for up to 50% of the teaching responsibilities

- 3) Administration
 - Develop yearly calendar—including summer events—in cooperation with SMD
 - Assist in the development of new teaching series and methodologies
 - Refine discipleship and evangelistic tools with Student Ministries staff
 - Assist in management of online communication tools and platforms
 - Coordinate fundraising for either High or Middle School students throughout the year
 - Assist in budget management

- 4) Greater Community Staff Participation
 - Attend regular Community Church staff meetings
 - Be a resource to staff on issues related to students, student ministries, and counseling
 - Communicate with church office, staff, and parents about student ministries calendars and activities
 - Communicate with Children's Ministries Director – focusing on the transition from 5th to 6th grade

- Participate in VBS
- Serve as a member of the screening team for Ministry Safe
 - Assist in conducting all necessary tasks to ensure a safe environment for Student Ministries
- Must exhibit appropriate Christian ethical and moral boundaries, as expressed in Galatians 5:16-26, in their relationships with others within and outside of Community Reformed Church

Accountability

The Associate Student Ministries Director is directly accountable to the Director of Student Ministries and ultimately accountable to the Pastor of Operations. The Associate Student Ministries Director will be subject to an annual performance review provided by the Director of Student Ministries. During the first year of employment two reviews will be conducted.

Compensation

The Associate Student Ministries Director is a full-time staff position of Community Reformed Church to be compensated in a manner commensurate with their ministry experience and position at Community Reformed Church.