

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Faithbridge Student Ministry Director
- **Staff Grade:** Full-time (40HPW), Salaried, Exempt
- **Accountability:** Reports to Executive Pastor
- **Ministry/Dept.:** Student Ministry

Summary of Position:

The Faithbridge Student Ministry Director is responsible for providing vision, leadership, and oversight for the ministry as a whole as well as the student ministry staff team.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of direction to the Student Ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

1. Oversee the Student Ministry by building a team that works together to achieve the mission and goals of the Student Ministry.
2. Provide leadership to the Student Ministry staff, volunteers, parents and interns, in consultation with the Executive Pastor.
3. Sustain existing programs in a creative way and initiate new programs that encourage students to strengthen their relationships with Jesus and each other.
4. Assure that the administrative and support functions necessary to the flourishing of this ministry are carried out in a timely and professional manner.
5. Preparing and speaking relevant messages, on occasion.
6. Lead and participate in student ministry staff meetings.
7. Partner with The Road ministry for support in student mission journeys.
8. Manage the student ministry budget.
9. Minister to students in times of need.
10. Keep Executive Pastor informed of relevant information and happenings.
11. Dream about how to reach students and leaders.
12. Engage students in God's word and His Kingdom.

Skills and Educational Requirements:

- ◆ College degree and ordination preferred

- ◆ Ability to lead and equip laity for the purpose of achieving ministry objectives
- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.

Organization Relationship:

This position shall be directly accountable to the Executive Pastor and through the Executive Pastor to the Senior Pastor. This position will have contact with students, parents, leaders/servers, church attendees, paid staff, outside vendors, and other local churches.

Working Conditions:

1. Preparing and ministering 40+ hours a week
2. Sunday service times (junior high and high school) as well as Curious Small Groups on Wednesday nights
3. Participating in Lead Team weekly meetings and needs
4. Participating in events, meetings, trainings: as needed
5. Summer mission journeys
6. Weekends: as needed

Needed Attributes:

Speaking, training, ability to create and cast vision, organizational skills to run a ministry, ability to relate well with others and build trust in a variety of outlets. Ability to help student ministry staff and leaders lead and build relationships with students. Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of leadership, teaching, mentoring, and faith.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name