

## **Director of Student Ministries**

### **Position Description**

#### **Primary Function**

*To nurture the covenant community of disciples in Christ.* (Book of Order W-5.0203) In collaboration with the Pastor provide continuing development and oversight of a comprehensive program of spiritual formation, fellowship, mission, and Christian education aligned with the principles of the Presbyterian Church USA.

#### **Essential Functions**

The Director will:

- Develop and share a vision of Christ-centered ministry with families, volunteers, and the wider community in collaboration with the Youth Council, Christian Education Committee, and the Pastor.
- Provide spiritual leadership to middle grades and high school students and their families, equipping them to be followers of Jesus Christ.
- Develop and implement Sunday morning scripture-based ministry along with and for middle and high school students.
- Develop and implement ministry with and alongside college students.
- Re-establish and develop the Hilltopper Student Ministry in collaboration with the Western Kentucky Presbytery.
- Develop and foster a relationship with the campus ministers (and ministry leaders) at Western Kentucky University.
- Develop and implement appropriate experiences to equip students with practical faith for the real world.
- Facilitate opportunities for students to participate in the life of the church and develop their faith in a Christian environment.
- Coordinate initiatives and activities with the Presbytery and other denominations as appropriate.
- Maintain communication with appropriate groups, including parents when appropriate on a regular basis.
- Create safe places and activities for students to meet with other groups for enjoyment and fellowship.
- Plan and implement regular social activities to encourage fellowship and healthy relationships.
- Attend middle and high school events of youth.

## Administrative Functions

The Director will:

- Supervise, advise, and support Student Ministry volunteers.
- Attend weekly staff meetings.
- Collaborate with church staff and other ministries of the church, including the Youth Council.
- Work regularly with the Pastor to integrate middle, high school, and college ministry into the overall mission and ministry of the church.
- Assist with the planning and implementation of budgets as appropriate.
- Provide reports to the Session, committees, boards, and other entities in an appropriate and timely manner.
- Facilitate and oversee Safe Sanctuary required clearances for ministry specific volunteers
- Fulfill other responsibilities as necessary.

## Core Competencies

- **Spiritual Formation/Discipleship:** Passionate about forming a Christian community and helping students grow in faith; demonstrates an understanding of spiritual formation discipleship as a journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; and creates teaching and small group environments that promote discipleship.
- **Spiritual Maturity:** Displays strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and responding with constancy of purpose; is seen by others as authentic; nurtures a rich spiritual life; seeking the wisdom and guidance of appropriate mentors; and is able to articulate a clear and consistent theology.
- **Teaching:** Designs effective lessons and facilitates learning experiences for students in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connections.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; maintains confidentiality; admits mistakes; doesn't operate with hidden agendas; and responds to situations with constancy and reliability.
- **Interpersonal Skills:** Demonstrates friendly, positive, engaged, and personable demeanor; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable.

- **Communication Skills:** Displays strong verbal, nonverbal, and written communication skills with students, parents, colleagues, and members of the congregation and outside agencies, boards and the larger community; conveys the ability to understand his/her own emotions and feelings and those of others; displays respect for others and their ideas; and communicates strong listening skills.
- **Team Building:** Facilitates a collaborative environment; and manages his/her time in a way that allows the team to carry out their responsibilities in an effective and efficient manner.
- **Time Management:** Takes initiative; is able and willing to focus time on tasks and contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; and appropriately balances priorities.
- **Technology:** Demonstrates proficiency in the use of word processing, spread sheets, multi-media, and social media tools necessary for communicating with students, members of the congregation; others associated with the ministry; and fulfilling the responsibilities of the position.

### **Time and Effort**

The time and effort associated with the responsibilities is 70 percent for youth, 30 percent for college students.

### **Accountability**

Direct supervision is provided by the Pastor as Head of Staff. The work of the Director of Student Ministries is overseen by the Session through its Personnel Ministry.

### **Evaluation**

Performance review will be conducted annually by Session and Personnel Ministry through the Pastor.