

Northwest Bible Church Job Description

Job title: Student Ministry Director

Type of position: full-time; 40+/week

FLSA status: exempt

Eligible for group health plan: yes

Compensation: commensurate with experience

Candidate requirements

Education: bachelor's degree or equivalent

Experience: at least one year of student ministry experience

Principle function

The Student Ministry Director is responsible to develop, prepare, and implement a discipleship program for the students (sixth through twelfth grades) of Northwest Bible Church. He will work closely with the church staff, parents, and volunteer leaders to serve this function.

Qualifications for all staff

- Affirm the NWBC doctrinal statement, constitution, mission, and vision.
- Exemplify Christian character.
- Committed to a team approach to ministry and unity within the staff and church.
- Communicate well with the staff team.
- Demonstrate appropriate levels of organization to execute the ministry.
- Proficient in using modern technology and means of digital communication.
- Desire to work diligently and selflessly.
- Respond well to authority, feedback, and evaluation.

Qualifications for the Student Ministry Director

- Have a vision for the discipleship process of students and their families.
- Relate well to students and be willing to be appropriately involved in their lives.
- Be enthusiastic, relational, and motivated to pursue students.
- Capable of effectively recruiting and equipping volunteer leaders.
- Demonstrate giftedness and ability in leading and teaching.
- Communicate well to a variety of audiences and in a variety of settings.
- Self-starter with the ability to work with minimal supervision.

Responsibilities of the position

1. Lead the ministry to students (sixth through twelfth grades).
 - Develop and execute a balanced discipleship program that fulfills the mission and vision of Northwest Bible church.
 - Oversee all student ministry curriculum and teaching.
 - Develop and maintain a ministry budget.
 - Maintain all student ministry facilities and equipment.
 - Communicate with parents, leaders, and students.

2. Shepherd students.
 - Be personally involved in every ministry opportunity designed for the entire group.
 - Make and maintain a personal connection with each regular participant in the student ministry.
 - Be available to parents and students—even those that do not regularly participate.
 - Provide opportunities for students to be involved in church leadership.
 - Support students in their non-church environments.
 - Provide care and pastoral counsel for students and their families.

3. Develop and lead a team to assist in ministering to students.
 - Recruit and maintain a personal connection with each leader.
 - Ensure each leader has the appropriate doctrinal examination and background check required to serve.
 - Provide initial and ongoing training for leaders.
 - Shepherd ministry interns (if applicable).

4. Be a functioning member of the church and church staff.
 - Maintain regular and appropriate office hours.
 - Be responsible for all financial expenditures.
 - Comply with the policies in the employee handbook.
 - Participate in all church-wide events.
 - Participate in all staff meetings, including socials and other functions.
 - Meet with the elders and attend other scheduled meetings when requested.
 - Be available to serve in areas outside the student ministry as needed.
 - Be available to fill the pulpit, officiate weddings and funerals, and make hospital visits as needed.