

# Palms Presbyterian Church

## Job Description

**Position Title:** Student Ministry Coordinator

**Reports to:** Pastor/Head of Staff

### Job Summary

The Student Ministry Coordinator has responsibility for the church's ministry to all students, grades six through twelve. The Student Ministry Coordinator will work to build relationships with the students of Palms, to foster their connection to one another, to provide weekly opportunities for fellowship and growth, to coordinate a Sunday school program, to encourage students' involvement in other aspects of church life, to coordinate service opportunities, and to plan and lead retreats and trips throughout the year.

### Essential Functions

- Plan and lead core elements of student ministry, including
  - weekly fellowship gatherings for middle and high school students;
  - a weekly Sunday school program for students during the Sunday morning education hour;
  - an annual confirmation program for 9<sup>th</sup> grade students;
  - and trips/retreats for throughout the year for service and spiritual growth as appropriate.
- Recruit, train, and support lay leaders to be involved in all aspects of student ministry at Palms.
- Work to involve students in the overall life of the church.
- Maintain open communication with students and their families.
- Coordinate fundraisers to support youth programs as needed.
- Engage students in planning and leading worship for annual Youth Sunday.
- Coordinate as appropriate with other staff to create opportunities for intergenerational ministry.
- Support the pastoral staff in providing pastoral care to students and their families.
- Serve as a staff resource to the Nurture Team (i.e., Christian education committee).
- Participate in worship as requested.
- Attend weekly meetings with pastoral/program staff and with whole church staff.
- Other duties relevant to student ministry as assigned by the Head of Staff.

### Core Competencies

- Personal Competencies
  - Compassion and Care
  - Influencing Others
  - Mission Ownership (Especially Theology)
  - Time Management
- Organizational Competencies
  - Helping Orientation
  - Team Orientation
- Managerial Competencies
  - Process Management
  - People/Volunteer management
- Pastoral Competencies
  - Spiritual Maturity
  - Spiritual Formation/Discipleship

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### **Minimum Qualifications**

- Bachelor's Degree or equivalent required.
- Experience in youth ministry (preferred).
- Working knowledge of social media and current technology.
- Effective communication and planning skills.
- Desire to continue to develop professionally and to grow spiritually.