



Job Description Student Ministry Coordinator

Reports to: Student Ministry Director & Family Pastor

Status: Full-time, Sunday-Thursday (evenings, weekends, and special events as needed)

Principle Function: The Student Ministry Coordinator is responsible for assisting the Family Pastor and Student Ministry Director in carrying out the vision that God has laid before us in reaching and discipling students. This person will bring leadership in the planning and execution of the ministry of Scotts Hill Baptist Church to help accomplish this vision.

Specific Duties include:

1. Work under the direct supervision of the Student Ministry Director and the Family Pastor with a commitment to fulfill the vision and goals for the student ministry of Scotts Hill Baptist Church.
2. Work with the Student Ministry Director in the planning, organization, and execution of large group and small group gatherings for students.
3. Work alongside the Student Ministry Director in the recruitment, training, and placement of adult leaders in the Student Ministry.
4. Assist the Student Ministry Director in the care of and communication with adult leaders in the Student Ministry.
 - a. Provide updates regarding current news and events within the student ministry
5. Assist the Student Ministry Director in the care of and communication with the Student Leadership Team.
 - a. Develop Student Leaders who will be committed to the task of investing in the church while learning what it means to be a disciple
6. Update social media platforms regularly and communication via mass media.
7. Connect with students outside of weekly gatherings
 - a. Meet with students
 - b. Attend extracurricular activities
 - c. Build relationships with local schools
8. Counsel students (or coordinate counseling) upon the request of the Student Ministry Director/Family Pastor.
9. Partner with parents to cultivate healthy relationships between church and family.
10. Work alongside the Student Ministry staff in the planning, organization, and execution of all Student Ministry trips.
11. Work in conjunction with other church leaders to develop, plan, and promote ministry programs designed to fulfill the mission of the church.

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13. Read and follow the guidelines, procedures, and policies as set forth in the Employee Handbook.
14. Perform all other duties as assigned by the supervising pastor.

Workplace Culture

- An *aggressive* mindset. (“go-getter” for the kingdom)
- A *faithful* spirit. (strong personal faith in Jesus)
- An *innovative* approach. (creative problem solving)
- A *relational* heart. (commitment to people over programs)
- An *excellent* work-ethic. (passion for raising the bar)

Signature_____

Date_____