



Associate Director of Student Ministry

Position Type: Exempt
Category: Regular, Full-time position
Classification: D
Reports to: Director of Student Ministry

Ministry

Emphasis: 9th – 12th grade students and Small Group Discipleship

Ministry Objective

To develop and oversee assigned student ministry areas while building relationships with students, parents, and volunteers connecting the youth to God, each other, and the Church, preparing them with sustainable faith, and sending them out to use their gifts in God's kingdom.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINISTRY RESPONSIBILITIES

Sunday School/Teaching

- Coordinate assigned age-level Sunday School – recruit, coordinate, and train volunteers, develop or find curriculum that is theologically appropriate and age-appropriate, and implement the creative vision for Sunday morning discipleship
- Serve as lead teacher and/or coordinate teachers for Sunday School
- Works with Student Ministry team to plan Sunday night programming and is a part of the lead teaching team

Discipleship & Leadership

- Create and teach studies aimed at helping students make the next step in their faith development to include, but not limited, to Sunday School, Sunday night programming, and Bible studies
- Equip and mentor students who desire to lead Bible studies
- Willingness to disciple students individually to develop their faith and seek out their call in God's kingdom
- Collaborate, equip and empower small group leaders in discipleship, shepherding, and caring for each other and the students
- Participate in writing material for small group ministry
- Participate in Student Ministry L3 Team meeting to help create a department vision and strategy

Volunteer Management

- Recruit and train ministry leaders for areas assigned providing resources and tools needed in a timely manner
- Effectively communicate with volunteers on a regular basis
- Build in recognition, celebration and thanks to teams and volunteers

Relational Outreach

- Establish and maintain a ministry where students feel valued, accepted, and a part of a large community of Christ
- Be available to meet one-on-one with students to further their discipleship
- Attend student activities, sporting events, plays, concerts, school lunch times, etc. supporting BUMC students and friends
- Care for students and families in pastoral care situations
- Seek out ways to build relationships with students throughout the year

ADMINISTRATIVE RESPONSIBILITIES

- Manage workflow and completion of tasks for assigned ministries, trips, and retreats
- Track revenue and expenses throughout event or trip lifecycle providing appropriate documentation to Student Ministry Administrative Coordinator
- Develop content for newsletters, website, seasonal letters, flyers, announcements, etc. for publishing in printed, email, or social media communications
- Use BUMC approved software to look-up & keep member information up-to-date, send emails and other communications to students/parents, reserve event/meeting space, update webpages for students ministry, create web-based registration forms, and other tasks as assigned
- Work with all BUMC departments (e.g. Finance, Facilities, Communications, etc.) as required to ensure proper processes, guidelines and procedures are being followed
- Communicate with students, parents, and other volunteers regarding specific program and ministry opportunities

Competencies

- Deeply rooted in Christ and growing spiritually through personal habits and disciplines
- Passionate about student faith development and patient with students as they mature in their faith and in their personhood
- Excellent coaching skills to assist volunteers as they use their spiritual gifts in service
- Ability to communicate and relate to students and parents
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Excellent verbal and written communication that teaches the Word, inspires others in their faith development, encourages participation in ministry opportunities, and provides counsel to students and families when needed
- Able to work efficiently and effectively in a team environment (as well as independently) exhibiting flexibility when needed
- Strong organizational skills with the ability to think creatively when solving problems or developing curriculum

Education & Experience:

- Bachelor's degree required. Religious studies emphasis preferred
- Two (2) – three (3) years of experience working in a church required
- Understanding of Wesleyan theology and United Methodist polity required

Supervisory Responsibility

This position does not have employee supervisory responsibilities; however, it does supervise students and volunteers for assigned ministry area.

Work Environment

This job operates in a professional office environment and routinely uses standard office equipment. Also, this job requires being in the community with time spent in relational ministry with youth and their families in a missionary model of presence outside the walls of the church.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is sedentary most days and is required to talk, hear, stand, walk, and sit. Job duties also require travel for retreats and trips and the ability to participate in physical activities that may require agility, endurance, and being outside for extended periods of time. Employee must occasionally lift or move items up to 25 pounds.

Expected Hours of Work

Regular days and hours of work are Sunday – Thursday, 40 hours per week. Position may require additional hours during certain projects. Evening and weekend work is required.

Travel

Travel is primarily local during the regular work days. Out-of-the area and overnight travel is expected for retreats, events, and choir tours.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.