



Job Description for **Assistant Director for Student Ministry**

Supervisor: Director of Student Ministry

EXEMPT: Full Time (37.5 hrs/wk)

Flexible Schedule (M-Th 8:30 - 5:00, Sun 8:00 - 8:00)

Overall Responsibility

The Assistant Director for Student Ministry works with student ministry staff and volunteers to design and implement student ministry programs and ministries while providing Christian guidance to students and volunteers. This role requires an individual to have leadership, collaborative, and communication gifts.

Prerequisites for hire:

- At least 1 year of experience as a student ministries intern or staff member
- Experience leading teams of people
- Demonstrate a high level of flexibility and pleasant persona
- College graduate
- Moderate computer skills i.e. Microsoft Word, Excel, Outlook

Ideal Candidate

- Spiritual maturity, creativity, high energy, detail-oriented, and a strong passion for the ministry.
- 3 years of experience serving full-time on a student ministry team

Essential Job Functions:

- Have a positive working relationship with the student ministry team and volunteer leaders.
- Create environments that are welcoming, energetic, and engaging for students
- Develop, organize and plan the student ministry programming, coordinating with the clergy team as necessary
 - Work with parent team coordinator
 - Recruit, equip and train a team of volunteer leaders
 - Oversee parent communication about confirmation activities
- Work with the student ministry team to develop, organize, plan and lead the small group program
- Work with the student ministry team to organize and plan fall, spring and summer events
 - Coordinate volunteers for individual events
 - Work with the student ministry staff to ensure all preparation needs have been

completed

- Follow up regularly with MIA students through email, phone calls, and reaching out to parents/guardians
- Attend student ministry and church staff team meetings
- Offer general assistance in any area of the church's ministry where those talents and abilities are needed or requested
- Participate in student leadership initiatives as a trainer and discipler

Skills and Attributes

- Lead from a core of spiritual health and wholeness
- Balance time, understanding the importance of self and family care
- Be a model for incarnational and relational ministry during student ministry programs
- Event planning
- Excellent communication skills
- Computer and internet skills
- Diplomacy in relationships
- Organizational skills and the ability to keep the ministry calendar

Submit resume and cover letter to stlukesstudentministrysearch@gmail.com

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age. Matthew 28:19-20