

Director of Student Ministries

Employee Name:

Department: Family Ministries

Reports To: Senior Director of Family Ministries

Exemption Status: Exempt

FT/PT: Full Time

Position Category: 04

Approved By: Sean Meade

Approved Date: 3/01/2018

SUMMARY

Reporting to the Senior Director of Family Ministries, the Director of Student Ministries will lead the ongoing development of vision and strategic planning for student ministries and will recruit, train and nurture a growing base of volunteer leaders. They will serve as the primary teacher, leader and vision caster for student ministries and will oversee a team of paid and volunteer staff. Together they will develop and grow an environment where students can grow into a deeper understanding of what it means to follow Jesus every day and everywhere with everyone.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a “problem bringer”
- Conceptually “gets” social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources
- Planning and execution
- Strategy

BEL AIR CHURCH STUDENT MINISTRIES

Bel Air Student Ministries exist to help students follow Jesus every day and everywhere with everyone. We are building a student ministry that will be dynamic and unique.

Bel Air’s Student Ministry distinctives include:

- A strong alignment and integration with the life of the entire congregation. Student Ministry is not a silo. Student Ministry is a student-contextualized expression of the mission, vision, values and culture of Bel Air Church. Students are invited and encouraged to be part of *one church* through service, relationship, and membership.
- A value of high impact retreats and camps that are spiritually catalysts for our students.

- An intentional strategy to move students out on mission, both locally and globally. We seek to build a high level of participation, ownership, and impact by students.
- A cohesive approach to junior high and high school, with a commitment to be one team, building a systematic disciple-making journey through the teen years.
- A growing commitment to family ministry. One of our main goals is partnering with parents to disciple their children and students.
- The Student Ministries at Bel Air are committed to growing an intergenerational team of caring volunteer leaders. We see volunteer leaders as the core of what God is doing in our student ministries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- As the leader of Student Ministries, this person will understand the need for their presence to be observed at BAC. This means being in the offices on a regular weekly schedule (Monday –Thursday, 9AM-5PM) as well as being present at mid-week student services, church services, events, camps and special events like Christmas Eve services, Serve Day and Family Camp. This position is full-time and will require a minimum of 40 hours per week.
- Build strong relationships with the staff and community of BAC, realizing we are all one team with one mission.
- Identify departmental goals through the creation and maintenance of a balanced budget.
- Many student directors measure their success on what *they* can do. The person in this role will measure success by what they equip *others* to do.
- Be a visible catalytic leader for Student Ministries - providing energizing teaching and leadership for the students and leaders, and maintaining a strong connection to the parents of the students.
- Work to build and maintain a ministry that is both attractational and missional; thinking creatively of how to take the "church" to students as well as invite them to gather in our current environments. This includes reaching out to local schools and students in the broader community.
- Responsible for the supervision of direct reports. This includes setting direction, goals and departmental priorities while investing in their professional development. This also includes administrative managerial tasks including time cards, schedules, vacation requests, etc. (*At this time, direct reports include: Associate Director of Worship and Outreach for Students*).
- Participate in the ongoing development of vision and strategic planning for the ministry's growth
- Develop a scope and sequence for Student Ministries that will influence all areas of teaching and programming.
- The Director of Student Ministries is the primary person responsible for the recruitment, training, deployment and retention of volunteer leaders within Student Ministries. This will be a top priority for this position.

- Implement a spiritual formation process for students (including large group gatherings and small group settings).
- Actively pursue a partnership with parents and help equip them with the knowledge and skills to be the primary disciplers of their children.
- Be the primary up front teacher in Student Ministries while also developing a support team of secondary speakers and teachers.
- Direct the planning and execution of programs, events, and retreats in Student Ministries.
- Identify and implement ways to integrate our students into the broader body of BAC.
- Attend to day-to-day administrative responsibilities, such as logging student attendance, sending leader communications and sending weekly parent communications.
- Fulfill other duties as assigned

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Formal education is not a predetermining factor for the selection of the Director of Student Ministries. However, it is likely that they will hold a Bachelor's degree from an accredited college or university. Candidates should have one to three years related experience and/or training; or equivalent combination of education and experience.

The successful candidate will have a proven track record of working in a multi-staff setting committed to reaching the unreached with a high degree of innovation, recruitment, and retention. Proven experience in creative thinking, problem solving, and leadership is needed.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to understand and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Knowledge of Microsoft Applications with emphasis on Excel, Word, and Outlook.

Core Competencies: They will excel in recruiting and leading leaders. But more than that, they must develop, equip and reproduce disciples and leaders at every level of the ministry. They will communicate to students, parents and the church at large with authenticity, authority, passion, and effectiveness. They will be reliable in

the execution of a plan and dependable to deliver the goals and expectations asked of them.

Essential Skills Required:

- Integrity, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role;
- Excellent interpersonal skills;
- Ability to follow through on all daily open items;
- Ability to multi-task and work under the pressure of changing priorities;
- Exceptional detail orientation;
- Excellent written and oral communication skills;
- Show a spirit of flexibility and be willing to accept and lead through change.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to handle or feel. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. This employee will regularly be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets. The employee may occasionally be required to operate a motor vehicle.

The position may require the ability to drive oneself and passengers to sites off-campus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates primarily in an office and classroom setting. The position will interact regularly with children and adults in classrooms, meeting spaces, and outdoor areas of the church campus, and occasionally at off-campus sites.

This position requires occasional travel.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____