

Ventura Missionary Church

Student Ministry Worship and Program Coordinator

Job Description

Job Title: Student Ministry Worship and Program Coordinator
Reports To: Student Ministry Director
Classification: Temporary, Part-time, Non-exempt

Job Description

The purpose of the Student Ministry Worship and Program Coordinator is to provide ministry programming and administrative support to the Student Ministry Department.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor.

- Assist in developing and leading a volunteer team to support the ongoing ministry programs within the Middle and High School ministries.
- Assist with weekly youth group planning, coordination, implementation, set-up, and clean-up.
- Assist in planning and implementation of special events and seminars.
- Build and maintain Student Ministry Worship Teams.
- Develop, coach, and care for leaders and musicians in Student Ministry.
- Manage processes for other students to get involved in the worship ministry.
- Maintain all ministry supplies and materials, which includes stocking and organizing the youth closet.
- Perform other duties as assigned.

Relationships

This position will report to the Student Ministry Director.

Meeting Responsibilities

This position is responsible to **participate in** the following meetings:

- Weekly Student Ministry Team Meeting
- Weekly meeting with the Student Ministry Director
- Weekly All-Staff Meetings

Knowledge, Skills and Abilities:

- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith
- Be committed to God's Biblical standards for sexual conduct
- Have a strong knowledge of the Bible
- Possess gifts that are consistent with this role, including Administration, Exhortation, and Encouragement

- Have a strong interest in worship ministry
- Have communication skills: written, verbal and interpersonal
- Have computer skills: Planning Center, Microsoft Office software and familiarity with databases
- Possess organizational skills - being detail-oriented, with an ability to multi-task
- Know problem-solving and conflict-resolution techniques
- Operate in a team environment, often working cross-functionally with other teams

Minimum Job Qualifications

- Successful completion of fingerprinting process and criminal background clearance
- Education: AA degree or Vocational training BS/BA degree (preferred)
- 1+ years administrative experience (preferred)
- 2+ years of experience working with Middle School or High School students in a church setting

Selection Process

The Student Ministry Director will supervise the selection process for this position, in collaboration with the Executive Pastor and HR Department, with input from a selection team of staff and lay leaders.

Compensation

The compensation for this position will be determined based on established salary ranges for Student Ministry Coordinator I, taking into consideration experience and education.

Starting Pay Range: \$16.48-\$18.54 per hour.

Hours

Up to 20 hours per week, plus occasional special events on weekends and evenings. A typical weekly schedule would look like:

Monday: 8:30 am – 12:30 pm

Tuesday: 4:00 pm – 9:00 pm

Wednesday: 4:00 pm – 9:00 pm

Thursday: 8:30 am – 12:30 pm

Appraisal and Review

This position will receive a 90-day review and an annual review from the Student Ministry Director.

The reviews will be in written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for coming year, and (2) review performance and ministry objectives from previous year.