



Student Ministry Director

Job Description

March 2024

Reports To: Student Ministry Pastor

Position Type: Full-time, Salaried

Purpose: Oversees all aspects of student ministry groups and BASM communications at the Annapolis campus.

BASIC QUALIFICATIONS:

- Models the lifestyle of a passionate maturing follower of Jesus; with a deep, personal commitment to Jesus
- Spiritually mature, emotionally intelligent
- Demonstrates humility
- Demonstrates discernment and godly wisdom
- Enthusiastically embraces God's vision for BACC
- Theologically aligned with BACC as found in our doctrinal statement and position papers
- Equipper and mobilizer of people to reach others and serve the community
- Servant leader and Team player who thrives on leading through others.
- Teachable and approachable
- Ability to manage broad, diverse, and complex ministry
- Detail oriented

RESPONSIBILITIES:

Groups

- Recruits and places adults to serve as Community Group Leaders with a target of 1:8-10
- Writes and transmits weekly CGL Leader Guide
- Creates a BASM CGL handbook that codifies our "best practices" for providing discipleship, classroom management, addressing relationship issues with students, and administrative procedures (ie – turning in attendance, covering announcements, classroom discipline, and student follow up).
- Assists in connecting CGLs with events where group leaders are needed.
- Works to initiate and maintain CGL Training & Development Rhythm

Communications

- BASM page of BACC website
- Go & Make quarterly article highlighting events and/or CGLs

- Submit items for weekly BASM ezine and church-wide weekly email
- Weekly BASM Email
- Give oversight to Social Media (Instagram and Facebook) in partnership with the Student Ministry Pastor and BASM Creative Coordinator.

Supervision

- Oversee Student Ministry Events and Outreach Coordinator in fostering relationships between BASM and the greater-Annapolis community through local outreach, mission experiences, leadership development initiatives, etc. and planning and coordinating student events.
- Oversee Student Ministry Administrative Assistant in areas of Welcome Center efficiency/effectiveness, data-base management, Welcome Center volunteers (recruiting, training, encouragement), student follow-up process, and general administrative tasks.
- Oversee Student Ministry Hospitality Coordinator in areas of Café inventory, monthly income/expense reports, Hospitality volunteers (recruiting, training, encouragement), general food safety adherence, and assisting with event management as needed.

OTHER RESPONSIBILITIES:

- Teaches no less than 10 times per year
- Attend staff meetings and other required leadership meetings
- Participate in all-staff events
- Student Volunteer Recruitment Process – oversees all communications, training, equipping, recruiting, screening, on-boarding, and encouragement of our Community Group Leaders and other general BASM Leaders/Volunteers.

EXPERIENCE & SKILLS DESIRED:

- Bachelor's degree recommended but not required.
- High-level passion for middle/high school students is a must
- 2-3 years of experience related field preferred
- Strong interpersonal skills
- Excellent written communications skills
- Good working knowledge of data-base related applications
- Self-starter and initiator are a must
- Outgoing personality; excellent networking skills