

Job Title: Director of Student Ministries

FLSA Status: Full time, Exempt (40-50 hrs a week)

Reports To: Executive Pastor, Lead Pastor

JOB SUMMARY:

The Student Ministries Director is responsible for leading “Students@TheHills” to accomplish SHBC’s overall mission to “Love, Grow, and Send” by developing leaders and partnering with parents to engage, encourage, and empower students to “gather, group, give, and go” with the gospel. Specifically, this looks like developing tactics and ministry efforts aligned with the mission of the church, empowering the student leadership team, overseeing the leadership pipeline, ensuring students are being engaged with the gospel, and resourcing parents.

CONDITIONS OF EMPLOYMENT: Character, Culture, Competencies

**Performance Evaluation* - It is understood that the performance for this job will be primarily measured and evaluated by the Character, Culture, and Competency standards laid out in this job description.

CHARACTER:

1. Affirms the Hills Articles of Faith (which are the Baptist Faith and Message 2000).
2. Affirms and abides by the covenant expectations of membership/”gospel partnership.”
3. Models the biblical standard of personal conduct and lifestyle that is expected of all Christ-followers, especially those in positions of influence and leadership.
4. Fully participates in the life of the Hills as an active covenant member.

CULTURE:

Church and Team Culture (see end of this document for full descriptions of these)*

1. Biblical Truth – Faith
2. Authenticity – Dependence
3. Community- Team
4. Relevant - Engage
5. Give God our best – All the way
6. Reproduce – Leadership Development
7. Life Giving – Flexibility
8. Transformation – Celebration

COMPETENCIES:

Core Four

1. Interpersonal Savvy: Relating openly and comfortably with diverse groups of people.
2. Collaborates: Builds partnerships with others to meet shared objectives.
3. Ensures Accountability: Holding self and others accountable to meet commitments.
4. Demonstrates Self-Awareness: Understands personal strengths and weaknesses.

Tier One:

1. Situational Adaptability: Adapts approach and demeanor in real time to match the shifting demands of different situations.
2. Communicates Effectively: Uses multi-mode communication that is prompt, clear, honoring, professional.

Tier Two:

1. Directs Work: Delegates tasks, organizes tasks, and removes obstacles to get work done.
2. Drives Results: Consistently achieves results, even in difficult circumstances.

Tier Three:

1. Manages budgets: Applying understanding of financial indicators to make good budget decisions.
2. Manages ambiguity: Operating effectively, even when things are not certain and the way forward is not clear.

Duties and Responsibilities

1. Develop and Implement Ministry Tactics (25%)

- a) Ensure ministry tactics align with the organizational strategy and vision of the church
- b) Set and track goals for growth and productivity, leading the team and making adjustments as necessary
- c) Communicate the strategy and tactics to those in and around student ministry
- d) Oversee growth of student ministry through students, leaders, and staff
- e) Maintain good stewardship of the ministry budget, leveraging it towards ministry impact

2. Leadership Development (25%)

- a) Pursue personal leadership development
- b) Lead student leaders and staff towards personal/team growth and ministry effectiveness through Invigoration (a kick in the pants), Innovation (permission to try something new), and Inspiration (the vision of what could be)
- c) Develop and oversee implementation of the Leadership Pipeline, including onboarding and ongoing training
- d) Set the example as the primary recruiter to the Students@TheHills

3. Gospel Engagement (25%)

- a) Make ministry excellence a priority in every facet of Students@TheHills
- b) Oversee curriculum development and implementation
- c) Oversee the online presence to grow engagement and reach of student ministry
- d) Lead team in planning and executing Students Events, camps, and mission trips
- e) Lead team in counseling of students and families

4. Parent Equipping (15%)

- a) Develop resources to equip parents as the primary disciple-makers
- b) Build partnerships with parents to be key ministry leaders

5. Miscellaneous Responsibilities

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

- Be present and willing to provide a helping hand with miscellaneous duties during the gathering: including first steps, baptisms, communion, etc.
- Be present at weekly staff meeting.
- Participate in all staff retreats and events.

Essential job function: Duties [1] through [4] below are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

Job Requirements

Physical Requirements:

1. Ability to frequently stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift frequently.
3. Ability to lift 40 to 50 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate frequently with other people.
6. Ability to operate computers frequently in order to complete necessary office work.
7. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

Work Environment

1. May occasionally, work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is occasionally loud.
4. May occasionally work outdoors.
5. May frequently work indoors within office spaces.

Work Hours and Expectations

1. All weekend services and evening student gatherings, midweek student ministries, as well as any special church-wide or student ministry events and times. Church office hours are Monday through Thursday (9:00am-5:00pm).
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook.
3. Time Off: Sick time and vacation time as laid out in the Employee handbook. Conference time by request and permission. Other time off policies as stated in handbook.

This job description is subject to change at any time.

8 Hills We Die On (Church Culture)

The word “values” can seem soft. Things that you live for are also things that you are willing to die for. These are our hills that we are willing to die on. Our non-negotiables.

- 1) **Biblical Truth** – Everything we do is rooted in the Bible because we believe the Bible is God’s Word. We don’t assume everyone believes that, so we point everyone back to His Word as our “Why.” We pray. We live boldly. We enjoy Him. Because He has made Himself known to us through His Word.
- 2) **Authenticity** – We simply do not have time to fake it. Whether that is on stage or in our D-Groups. We are real about our faults and failures. From praying to teaching to living life, we want to focus on being real in all we do.
- 3) **Relevance** – The Bible was written thousands of years ago to a different culture. We want to make sure we communicate it clearly and in today’s language. How can we bear fruit today? Biblical truth with effective methods.
- 4) **Community** – This is life on life. This is where we learn together and pray together and serve together and ask questions together. This is being the family of God to one another and with one another by caring and living life together.
- 5) **Giving God our best** – This means we challenge the status quo – we will risk ordinary for the extraordinary. From our music to our nursery, we desire to give God the very best we have in all we do.
- 6) **Reproducing** – We want to send out the message of God’s Word to the world, and we believe healthy things naturally reproduce. We want to be a place where Christ followers reproduce Christ followers, leaders reproduce leaders, D-Groups reproduce D-Groups, campuses reproduce campuses, and churches reproduce churches.
- 7) **Life-Giving Culture** – The Church is a people that have found the greatest treasure in Jesus, so we want to enjoy Him to the fullest. We keep things simple on purpose. We want to be a place that is life giving in a world that steals life. We will be life giving in every meeting, worship gathering, and D-Group.
- 8) **Transformation** – We celebrate growth and life change that comes from walking with Jesus. It’s not about how far along you are in your walk with Jesus when you come, but we do expect anyone who has been around us to grow with us. This growth is Jesus transforming our life. We desire to do things that bear fruit.

8 Team Values (staff culture)

These team values correspond to the “8 Hills” and become our way of working out that church culture in our everyday work of the ministry among our team and ministry areas.

- 1) **Faith** – Because His Word is true, we believe in a big God who can do what we cannot do! We will cast the net on the other side. We will not fear failure but take risk in faith of what He has for us. We embrace and drive change that is built on the Gospel.
- 2) **Dependence** – This means there are no super stars here. Only real, humble, and healed servant leaders working together to make His name known. This is why Prayer is a vital part of everything we do.
- 3) **Engagement** – We are an equipping team tasked with sending out a people who have a white-hot passion for Jesus and a soft heart to love others in our culture and time, all so the nations would come to Christ. We step into our culture as the salt of the earth. *“If we ignore the culture, the culture will ignore us”*
- 4) **Teamwork** – We work together as a team. We are stronger working together than we are as individuals. As a team we love what we do and doing it together. This means we are others focused. *We are intentional in extending grace and truth. We engage in the meeting and face to face. We share complaints up and positives all around. We want to be honest and loyal.*
- 5) **Going All the way** - We are committed to giving God our best. We won’t stop short of going all the way for Him. As urgent stewards we will strive to get better and never settle for good enough. We work ahead and plan with vision. We go all the way.
- 6) **Leadership Development** - We simply can’t stay where we are. If we are not growing, we are beginning to die. This requires giving it away – We are passionate about developing and empowering leaders. We will hand off our ministry by training up leaders. Your ministry cannot be great if it cannot be great without you.
- 7) **Flexibility** – We are willing to change and adapt. We will overflow joy that’s found in Christ even when things don’t go as planned. We don’t copy others and apply it here. We don’t do something because it worked before. We want to be Spirit-led with innovative and creative methods.
- 8) **Communication** – The Gospel is good news to share. So is life change! We will celebrate life change and victories at the Hills. We will work ahead with vision and communicate clearly giving people the opportunity to join in on God’s mission and experience transformation through the Gospel