
Position Title:	Student Ministry Director
Reports to:	Associate Pastor, Senior High Youth Pastor, Junior High Youth Pastor
Status:	Full-time, evenings and weekends required
FLSA Classification:	Exempt
Creation/Revision Date:	May 29, 2024; September 29, 2025

SUMMARY

The Student Ministry Director supports the CBC Student Ministries and College-age ministry in conjunction with the Associate Pastor, Senior High Youth Pastor, Junior High Youth Pastor, interns, and volunteers, both administratively and by leading ministry programs and developing volunteer teams. As this position provides spiritual coaching and relational support specifically to females, this position must be filled by a qualified female.

ESSENTIAL FUNCTIONSMinistry Development:

- Work in harmony with the pastoral and ministry staff of CBC.
- Support, promote, and align job performance with CBC's vision, Statement of Faith, and doctrinal statement to further God's work here on earth through the Body at CBC.
- Assist in and oversee the implementation of programming and strategy within the Student Ministries.
- Assist in leading ministry programming as related to Sunday mornings and Wednesday nights, retreats, and summer trips, independently and cooperatively.
- Recruit, equip, and develop volunteer staff to serve faithfully and effectively.
- Empower, lead, and shepherd female volunteer staff of the Junior High, Senior High, and College-age Ministries.
- Model, communicate, implement, and evaluate as it relates to CBC's mission, vision, and values within the Student Ministries.
- Actively engaged in Bible study, prayer, fasting, and spiritual community.
- Approximately 40% of workload/hours.

Administrative

- Provide reception support and office coverage during Church Office hours.
- Maintain records of student, family, and volunteer involvement and attendance as needed for the church's database.
- Work collaboratively with the Children's Ministry to schedule and coordinate events, including but not limited to trainings, retreats, outreach activities, mission trips, and other events.
- Enter events and corresponding reservation details into the church calendar.
- Work collaboratively with the Associate Pastor, Senior High Youth Pastor, Junior High Youth Pastor, volunteer staff, and the Communication Department for the creation and promotion of events.
- Assist in communicating ministry and event details to the church body (students, parents, volunteer staff, CBC staff).
- Perform administrative tasks pertaining to the Junior High, Senior High, and College-age Ministries, such as but not limited to: scheduling and coordinating details of Sunday mornings, Wednesday nights, training meetings, retreats, summer trips; provide material for weekly programming; keep hard and digital copies of necessary files and documents; keep records of volunteer staff clearances; complete purchase order request forms.

- Work with the Worship Arts department and volunteers to provide necessary materials for the Youth Worship Teams.
- Serve as backup for the Administrative Assistant for Children's Ministry.
- Other duties as assigned.
- Approximately 60% of workload/hours.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

High school diploma is required; two years of ministry or a combination of equivalent education and experience.

Other Skills, Abilities, and/or Training

- Have a working knowledge of computers and software specialized to Community Bible Church:
 - Microsoft Office Programs, including Word, Excel, PowerPoint, and Outlook
 - Planning Center Online
 - ProPresenter
- Function, think critically, and execute under high-pressure situations.
- Must have a commitment to valuing and promoting the importance of the family unit
- Able to communicate in a clear and personable manner.
- Excellent organizational and administrative skills.
- Able to work in a team environment, as well as take initiative to follow through on individual tasks.
- Be a mature, growing disciple of Jesus Christ who demonstrates His character in His relationships with people and whose life and behavior give evidence of the fruit of the Spirit as outlined in Galatians 5:22-26.

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time.
- Occasionally required to stand for long periods of time.
- Regularly required to climb stairs and/or ladders.
- Regularly required to talk and hear; verbally express information or instructions.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally require to push and/or pull up to 25 pounds a distance of 10 feet.

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less).
- Depth perception and the ability to judge distances and spatial relationships.
- Adjustable focus.
- Ability to distinguish colors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.