



## GRACE BIBLE CHURCH

- OF BEND -

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### **Open Position Title: Assistant Director of Student Ministries**

**Date:** Position starts August 2025

**Reports to:** Children's and Youth Ministry Director

### **Overview:**

Grace Bible Church is seeking a pastoral assistant to help with Student Ministries. This position will be compensated at \$22 an hour and will require 10-15 hours per week (more on weeks where there is an event or a retreat, less on "normal" weeks).

### **Qualifications:**

- Humble team player who works for the glory of God and seeks excellence in all things
- Must have a desire and the skill to pastor students and partner with their parents as they disciple their children
- Must be well organized and a self-starter
- Must be able to manage his time well
- Needs to enjoy working with people and be a good verbal and written communicator
- Needs to be in a Grace Bible community group and be a member of Grace Bible (or be in process of becoming a member, or be willing to become a member)

### **Overall Primary Responsibilities**

#### **1. Discipleship Strategy**

- a. Work with the Student Ministries Director to organize and implement a discipleship strategy for our students that will include a focus on biblical literacy, theological understanding, growth in spiritual disciplines, and ministry service, and evangelism.
- b. Help to lead the volunteer team in finding creative ways to disciple students outside of the Wednesday night youth group gathering.

#### **2. Volunteer Leader Recruiting, Training, and Oversight**

- a. Oversee the Middle School section of volunteer leaders, recruiting additional leaders and interns as needed
- b. Collaborate with the Student Ministries Director on planning volunteer leader trainings
- c. Help to develop new job descriptions for various volunteer leader positions

#### **3. Wednesday Night Youth Group**

- a. Collaborate with the Student Ministries Director on organizing and implementing the plan for our Wednesday night youth group meeting
- b. This includes the "pre-program" hang out time, announcements, worship, teaching, and small group time.

#### **4. Additional Event Planning**

- a. Work with the Student Ministries director on brainstorming, planning, and executing youth group retreats, events, service trips, fundraisers, and other projects as they come up.