



Job Title: High School Ministry Associate
Reports To: High School Pastor/Director
Status: Exempt/Salaried Full Time
Prepared By/Date: Danny Beech 12/6/24
Approved By/Date: Candace Dellinger 12/6/24

Position Summary

The High School Ministry Associate will help lead the High School Ministry by assisting leadership, staff, and volunteers in a variety of ways. The position is split between administrative responsibilities and a personal ministry with students. The primary administrative responsibilities are event and retreat planning, oversight of the ministry's finances, and communication to leaders, students, and parents. The associate's personal ministry will be to high school girls and high school leaders and will involve relationship building, evangelism, and discipleship.

Working Relationships

Works directly with the High School Pastor/Director, other staff members, adult Sunday leaders, Sunday Night Live and high school connect groups and student life groups.

Roles and Responsibilities

- Development of ministry goals and vision
- Logistics, scheduling, and administration of ministry events: Sunday morning worship, Sunday Night Live, retreats and trips, and weekly connect groups and student life groups
- Communication throughout the ministry: preparing and sending of flyers, newsletters, emails, and reminders to staff, students, and parents as needed
- Ministry finances: oversight of ministry budget and completion of expenditure and reimbursement forms
- Relationship building, evangelism, and spiritual development with girls in the ministry
- Personal and weekly discipleship with high school student leaders, geared towards preparing them and aiding them in their ministry and leadership

Key Performance Indicators

- Effectiveness and organization of Sunday School, Sunday Night Live, high school connect groups and student life groups, retreats, and other ministry events
- Personal and ministerial development of leaders: faithfulness in leading the small group and effectiveness in giving them a vision and framework for ministry
- Personal ministry to high school girls: faithfulness in pursuing relationships with them, praying for them, and sharing the gospel with them

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- A passionate love for the Lord and a heart for high school students
- Small group leadership and discipleship skills
- Bachelor's Degree (desired)
- Organizational skills and a strong level of attention to detail
- Exceptional written, verbal, and interpersonal communication skills
- Excellent computer skills

If you are interested in this opportunity and meet the qualifications below, please complete an online employment application. Upload your resume with a cover letter at the end of the form.