



Job Description: Assistant Student Ministries Director

Department: Student Ministries

Location: High Point Church, Madison, WI

Job Title: Assistant Student Ministries Director

Reports To: Student Ministries Director

Classification: Full-time Salaried

Website: highpointchurch.org

PURPOSE

High Point Church has a mission to make disciples of Jesus through gospel connection, growth, and service. The High Point Church Student Ministries team seeks to make disciples who make disciples. To do so, the High Point Student Ministries team needs a voice of leadership for the female students, volunteers, and parents. This staff member is responsible for pastoral care in the Student Ministries of the Church, primarily shepherding the middle school ministry, female students, and female leaders.

RESPONSIBILITIES

That said, the following responsibilities fall under the director of the department to either accomplish him- or herself, or to delegate to support staff, competent church volunteers, and/or outside agencies:

- Oversee the middle school ministry and its programming including the middle school portion of Wednesday night youth ministry (LIFT), middle school Sunday school, and middle school mission trips and retreats
- Pastorally care for female leaders, parents, and students who need particular attention
- Create effective teaching and curriculum for middle school students
- Support the Student Ministries Director in greater church initiatives and events

EDUCATION AND EXPERIENCE

- Bachelor's degree, preferably in Christian ministry, communication, or teaching.
- Organizational and management and/or administrative gifts or skills either professionally acquired or personally developed
- Demonstrated leadership ability including the ability to recruit, train, and empower volunteers
- Previous experience in pastoral ministry with youth preferred
- Public speaking experience preferred

ABILITIES

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| • Initiative | • Time management |
| • Leadership | • Team player |
| • Strong communication skills, written and verbal | • Decision making |
| • Teaching and discipleship | • Outreach and evangelism |
| • Pastoral care | • Event planning |
| • Self motivator and learner | • Parental engagement |

SPIRITUAL REQUIREMENTS

- Confesses Jesus Christ as Savior and Lord
- Models a lifestyle of obedience to Christ with integrity

- Pursues a vibrant relationship with the Trinity through engagement with Scripture, prayer, church community, and worship, with consistent discipline
- Able to share with others a clear testimony of Christian faith
- Demonstrates the fruit of the Spirit
- Demonstrates the attitudes and actions of “servant-leadership” as indicated throughout scripture
- Growing in self-awareness, self-management, relational integrity, and healthy practices
- Agrees substantially with the Articles of Faith, Constitution, and Bylaws of High Point Church

CHARACTER

- Relationally warm
- Respectful
- Helpful towards others
- Humble, having a teachable, can-do attitude, and a desire to grow spiritually and personally
- A sense of responsibility for and commitment to the High Point Church mission, vision, and values

BENEFITS

- This is a full-time salaried exempt position, and is eligible for the customary company benefits package which includes PTO, health, dental and vision insurance, flexible spending account (FSA), and annual 401(k) employer contribution.