



# HIGH SCHOOL DIRECTOR

White Bear Campus

HIRING PACKET



# OVERVIEW

20–25 HOURS/WEEK (non-exempt)

## HIGH SCHOOL DIRECTOR

Calvary Church–White Bear Township,  
Minnesota

Calvary Church is seeking a Christ-follower and emerging leader, who is an organized communicator and has a passion for engaging high school students, developing volunteers, and creating fun environments. If you're looking for a great place to work with growth potential in a multi-campus setting, we'd love for you to apply!

### TO APPLY

1. Review the information in this hiring packet.
2. Submit your cover letter and resume to (NEED EMAIL)
3. Within a couple days, watch for a confirmation email with direction for next steps.

# POSITION

The High School Director oversees ministry to 9th–12th grade students at the White Bear campus of Calvary Church. The following gives an approximation of how responsibilities are distributed in this role:

## **50% ADMINISTRATION AND PROGRAM PREPARATION**

A substantial portion of focus is given to the logistics and preparation required for a ministry with an audience of 30+ students. This role requires farsighted scheduling, creative planning, thorough preparation, and proactive communication.

## **25% RELATIONAL CARE**

Building relationships with students and families is a significant part of this ministry. Grabbing coffee with a student, joining the cheering section at a local high school game, and setting up times to meet with parents will be part of your weekly rhythms. In addition, time spent caring for and empowering adult volunteers is key in multiplying ministry to high school students.

## **25% PROGRAM FACILITATION**

A key aspect of this position is maximizing time together by ensuring the programming you've planned runs smoothly. At varying events this will include engaging with students, speaking from the front, setting the tone, handling logistics, keeping the schedule, empowering leaders, troubleshooting issues, and much more.

# RELATIONSHIPS

Reports to the Student Ministry Director for the White Bear Campus.

Works with the ministry overseer for Calvary's high school ministry (and reports to this person during retreats and other intercampus high school events).

Leads adult volunteers.

Coordinates with other members of the church staff.

# WHO SHOULD APPLY?

There are many qualities that factor into this position. Calvary Church is seeking a High School Director who is particularly equipped and skilled in the following five roles:

**Emerging Leader.** With past relevant experience in student ministry, the High School Director will provide godly and wise leadership to facilitate programs which reach and spiritually challenge students. They will have the aptitude to manage stress and accomplish meaningful ministry in a variety of circumstances. With high potential to further develop as a leader, they will possess a personal maturity balanced with a teachable spirit.

**Engager of Students.** The heart of a High School Director is an individual who both loves God and has a passion to see high schoolers grow in their relationship with Christ. Their interactions will create a sense of ease and a welcoming environment where students are comfortable to share, question, and grow in faith and biblical truth. They will relate with students' culture and developmental stages, connecting high school-level challenges with God and Scripture in accessible ways.

**Organized Communicator.** In addition to the many relational aspects of this position, the High School Director will also manage ministry logistics and maintain timely communication with a variety of audiences. This leader will exhibit competence in managing finances, responding to emails, keeping schedules, leading meetings, and organizing events—all with the larger aim of maximizing opportunities for meaningful ministry.

**Creator of Fun Environments** To meet students' high level of energy and craving for fun, Calvary's High School Director will be energized by leading environments and events that genuinely engage and entertain middle school students. Youth will readily recognize that this leader possesses sincere joy which reflects in their fun personality and relatable sense of humor. They will maintain an attractational program as a means to move students toward deeper biblical understanding and application.

**Christ-Follower.** Beyond administrative and personality qualities that make up Calvary's next High School Director for the White Bear Campus, we value most a life devoted to Jesus Christ and led by the Holy Spirit. This leader's relationship with God will be growing and authentic with a spiritual depth that also draws students to Jesus. In this leader, students will have both a teacher and a clear example of a Jesus-follower marked by joy, humility, servant-heartedness, and dependence on God.

## **EDUCATION REQUIREMENT**

**A baccalaureate degree is required for this position; a degree in ministry or biblical studies is desired.**

# ABOUT SUMMIT

Summit is Calvary's high school ministry serving students in grades 9–12 at both of Calvary's campuses. During the school year, Summit meets weekly on Sunday mornings and Wednesday nights at each campus, generally with 20–35 students participating at White Bear. The annual calendar includes service opportunities, several retreats, two mission trips, and other events—all of which include students and leaders from both campuses. The high school student ministry is anchored by a team of volunteers who lead small groups, assist with programming, and build intentional relationships with students.

Our aim is for Summit to provide the following for teenagers:

- Intentional on-ramps that make it easy for students to have fun, feel welcomed, and get involved.
- A supportive Christian community of students and leaders where every student can be heard, be known, and belong.
- Bible-based teaching that strengthens faith, deepens understanding of Scripture, and moves students toward practical application.
- Discipleship opportunities that draw students into experiences of leadership and service.

# ABOUT CALVARY

Our mission is “To Raise Up Followers of Jesus.” That’s what we want to do as we teach God’s truth, live out God’s love, and point people toward a life-changing relationship with their Creator and Savior.

Part of the Converge network, Calvary Church has two campuses located 14 miles apart in Roseville and White Bear Township, Minnesota. Our weekly attendance of 900+ is composed of kids, teenagers, college students, singles, families at all stages, retirees, new seekers, and lifelong attenders. We desire to continue to build our multicultural congregation to reflect God’s good diversity represented in the communities surrounding us.

Calvary’s White Bear campus offers two contemporary services every Sunday. We are thankful for our long history in the community as well as the completion of our recent building campaign, creating attractive new spaces to invite meaningful ministry.

Calvary encourages our church family to get connected through a variety of programs, community groups, events and volunteer opportunities. Near 35 full- and part-time staff rely on many dedicated volunteers to do effective ministry in our church and community. Through local and global outreach efforts, we live out a strong desire to care for our neighbors and see the name of Jesus made known in our community and world.

Learn more about Calvary’s mission, vision and values at [calvarychurch.us/about/mission-vision-values/](http://calvarychurch.us/about/mission-vision-values/)

## **Where is White Bear Township?**

White Bear Lake is named for the lake on which it is located—one of the largest in the Minneapolis–St. Paul metro. The city is located 10 miles north of St. Paul. Calvary’s White Bear Campus sits 3.5 miles west of the lake and serves the surrounding area.

## **Where is Roseville?**

Roseville is a suburban community of 34,000, located in the northern Minneapolis / St. Paul metropolitan area and is a short commute to either downtown area. Calvary sits just off the highway, minutes from the local high school and business center.



Roseville Campus  
2120 Lexington Ave N  
Roseville, MN 55113

White Bear Campus  
4604 Greenhaven Dr  
White Bear Lake, MN 55127

[calvarychurch.us](http://calvarychurch.us) / 651.487.2855