



JOB DESCRIPTION

High School Ministry Director

Purpose

This person's purpose is to oversee, grow, and coordinate the church's High School student ministry that encourages an intergenerational approach to the students' spiritual formation as disciples of Jesus. This includes the design, oversight, and examination of curriculum for all programs, events, and classes to align with the vision of FPC.

Desired Qualifications

- Be a faithful follower of Jesus Christ with a willingness to be helpful and supportive of others in their spiritual journeys.
- Acceptance and agreement with the vision, mission statement, values, and goals of FPC Midland, including the Staff Covenant.
- Possess a working knowledge of church software programs, such as Microsoft Office Suite, Google Suite, Church Community Builder, Proclaim, and ProPresenter.
- High School diploma or equivalent, minimum education.
- Effective interpersonal and communication skills.
- Invested in and knowledgeable of current high school culture.

Accountability

The Director of High School Ministry is under the supervision of the Christian Formation Pastor, and is accountable to the Session.

Relationships

This position will require a close and positive daily working relationship with all members of the staff, Covenant Partners, guests and vendors. This person also serves as a staff resource for the Christian Formation Committee.

Responsibilities

- Provide ministry planning, communication and execution of formation opportunities for high school students.
- Attend ministry group meetings as requested.
- Support FPC operational policies and all initiatives of the Session.
- Review and approve ministry group accounts payable requests.
- Work as part of the Christian Formation ministry team to develop cohesive ministry structures and plans with an emphasis on intergenerational ministry.
- Lead and equip leaders (volunteers) to facilitate community and invested adults in the lives of students.

TASK LIST

High School Ministry Director

Ongoing or as Requested

- Meet one on one with high school students, parents of high school students, and High School Ministry volunteer leaders.
- Communicate with parents of high school students through emails, telephone calls, and social media posts about youth events.
- Meet with students, small group leaders, and parents regarding special events to gain feedback for ideas for improvement.
- Prepare for special events, such as Confirmation Sunday, Summer Camps, Christmas events, End of School, and Back to School.
- Attend students' extra-curricular activities.

Weekly

- Design and implement effective ministry opportunities for High School students that may include teaching, small group lessons, worship, etc.
- Coordinate with CF directors and all parties involved in music and media for middle school activities.
- Recruit and equip students and volunteers to participate in congregational life: including worship leaders, greeters, and mission opportunities.
- Coordinate with appropriate departments to prepare the youth areas for activities, including games, furniture arrangement, and delivery of food.
- Maintain Student Ministry areas by promptly organizing and putting away materials, activities, and supplies.
- Review social media weekly activity and posts.
- Responsible for ensuring all engagement materials are designed, and printed when needed, working in conjunction with the Christian Formation Coordinator and Communication Director.
- Attend staff meeting.
- Responsibility to ensure approved expenses are entered into the accounting system and credit card expense sheets.
- Collaborate with Christian Formation Pastor, Middle School Director, Children's Director, and Nursery Director where ministry intersects in order to build a cohesive ministry plan.

Monthly

- Attend ministry committee meetings.
- Review monthly financials for the High School Ministry.

Annually

- Plan a yearly mission trip in coordination with FPC's mission ministry.
- Provide annual opportunities for retreats and summer camps.
- Lead the confirmation process in partnership with the Christian Formation Pastor.
- Coordinate and assist with annual budget preparation.

To apply send your resume and cover letter to dferguson@fpcmid.org

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