

**PENNSYLVANIA AVENUE BAPTIST CHURCH**  
**JOB DESCRIPTION**

**JOB TITLE:** STUDENT MINISTRIES DIRECTOR

**DATE:** July 25, 2007

**JOB CLASSIFICATION:** Ministerial (M-SM)

**SUPERVISOR:** Senior Pastor

**ACTIVE LEADERSHIP IN & INVOLVEMENT WITH:** Church Staff; Leadership Team, B.A.S.I.C., Youth Council, & Other Committees as Appropriate.

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**PURPOSE AND SUMMARY STATEMENT**

Under the direction of the Senior Pastor, the Student Ministries Director is responsible for developing and directing a vibrant evangelization and nurturing ministry for students in grades 6 through 16.

**ESSENTIAL RESPONSIBILITIES**

- Nurtures the spiritual development of students.
- Establishes and develops a personal relationship with the students that draws them towards Christ and Christian maturity.
- Organizes weekly, monthly, and special activities that promote leadership/discipleship opportunities and experiences.
- Schedules age-appropriate student fellowships, mission trips, and other ministry activities.
- Prepares, submits, manages, and maintains a Church budget for student ministry.
- Assists the Senior Pastor, staff, and Church in developing, communicating, and implementing a comprehensive strategy of reaching our students and community with the Gospel of Jesus Christ.
- According to his field of training, provides crises, grief, emotional, and day-to-day counseling to students on an as-needed basis.
- Maintains a cooperative team spirit with the staff, Church members, and parents of the students.
- Organizes adult volunteers to assist in operating the various student programs and ministries.

**OTHER JOB RESPONSIBILITIES**

- Develops relationships of trust and friendship with the school administrators of the appropriate Middle Schools, High Schools, Parkland College, and the University of Illinois in order to become their trusted counselor and “go to” person in times of crisis.
- Administers the development, organization, and implementation of age-related Bible Study classes for the students in conjunction with the Church’s elected Sunday School Director.
- Attends and participates in regular Ministerial Staff Meetings.
- Keeps regular office hours.
- Cooperates with the East Central Illinois Baptist Association, Illinois Baptist State Association, and Southern Baptist Convention leadership in matters of mutual interest and concern, and keeps the Church informed of such activities.
- Sets aside time for personal study and personal spiritual growth.
- Performs other duties as assigned.

## **REQUIREMENTS**

### **Education and Experience**

- Have a strong knowledge of Scripture.
- Earned and received a bachelor's degree from an accredited college or seminary, preferably in the areas of religion, theology, or social science.
- Have training in basic first aid, CPR, and emotional counseling, or the willingness to obtain such training within the first six months of employment.
- Have at least three years of ministry experience with middle school, high school, and/or college students, either remunerated or volunteer.

### **Functional Skills**

- Demonstrated planning, organization, and delegation skills.
- Demonstrated written and verbal communication skills, along with interpersonal, persuasion, presentation and public relations skills.
- Have a personal relationship with Christ, and live a lifestyle that gives evidence of that relationship.
- Possess an energetic and outgoing personality that relates well to persons of all ages, and particularly to students grades 6 through 16.
- Competency with Microsoft Word, Excel spreadsheets, PowerPoint, Outlook, and other Microsoft Office software.
- Skill in operating sound equipment and other audiovisual equipment.

### **Other Requirements**

- Affirm the currently adopted *Baptist Faith and Message* and the Pennsylvania Avenue Baptist Church Covenant.
- Be committed to and a member of Pennsylvania Avenue Baptist Church.
- Support abstinence programs endorsed by Pennsylvania Avenue Baptist Church, including but not limited to those concerning alcohol, drugs, tobacco, homosexuality, and pre-marital sex.
- Possess a currently valid driver's license and reliable personal transportation.
- Be able to lift a minimum of 60 pounds.
- Flexibility to be on call 24 hours a day as needed.
- Engage in periodic strenuous physical activity and work outdoors on occasion.
- Be able to fill the pulpit for the Senior Pastor when asked to do so.
- Be able to pass a criminal background check.

