

INDIVIDUAL JOB DESCRIPTION

First Presbyterian Church Jackson MS is looking for a Director/Minister of Student and Family Ministries. Anyone interested in the position please contact Executive Minister Ralph Kelley ralphk@fpcjackson.org

POSITION: Minister/ Director of Students and Families

SUPERVISED BY: Senior Minister, Executive Minister, Student Ministry Committee

The Minister/Director of Students and Families is responsible to the Senior Minister through the Executive Minister of the church. This accountability shall be maintained through weekly staff meetings and through personal consultations with both the Executive Minister and the Senior Minister.

PURPOSE:

The Minister/ Director of Students and Families is to lead, organize, and structure the Junior High and Senior High Ministries in such a way as to make disciples of the Lord Jesus Christ in an atmosphere that is challenging, exciting, creative, and inviting. This person shall oversee all activities and maintain primary responsibility for tracking all the Junior High and Senior High level. He shall maintain a pastoral contact with students at all levels and coordinate activities of all other staff members in the Student Ministry area. He shall have an interest in coming to know the parents of the students who are a part of the ministry, and will cultivate a supportive partnership with the parents of our church in our mutual nurture of covenant children.

The Minister/ Director of Students and Families shall be recommended by the Senior Minister, Executive Minister, and the Student Ministry Committee, called by the Session, and shall be responsible for developing, planning, and coordinating the entire Student ministry of the church, under the direction of the Senior Minister and Executive Minister, as approved by the Session. He will work with the Student Ministry Committee, the Senior Minister and the Executive Minister in the formation and implementation of all Student programs. He will give spiritual leadership and oversight to the entire student ministry.

DUTIES/RESPONSIBILITIES

Under the direction of the Senior Minister and the Executive Minister the Minister/ Director of Students and Families will:

1. Love the students of our church, live the Christian life out before and with them, proclaim to them the Gospel, teach them the truth of Scripture, pray fervently with and for them, cultivate a Gospel-derived discipleship among all the students, invest in cultivating the spiritual maturity of those with evident potential for leadership and service, assist, encourage and support parents in the Christian nurture of their children.
2. Plan and execute a carefully conceived program of ministry to and for all student levels during the course of the year. Superintend all student activities such as retreats, overnight trips, special events, mission trips, banquets, conferences, large group meetings,

discipleship groups, Sunday School classes, one-on-one relational work, service projects, etc.

3. Communicate efficiently, effectively, constantly, voluminously, and variously with our parents and youth, and see to it that all Youth Staff do as well, ensuring that our parents are well informed of all activities, opportunities, responsibilities, needs, and in other calendar-related matters.
4. Cultivate appropriate parental participation in and support of the Student Ministry, and develop other members of the congregation for involvement in Student Ministry.
5. Ensure the quality of Junior High and Senior High discipleship.
6. Oversee Junior High and Senior High programs on Sunday and Wednesday evenings.
7. Work with and oversee the Junior High and Senior High staff in developing the Student Ministry.
8. Maintain a student office and keep certain working hours as determined by the Senior Minister and the Executive Minister.
9. Maintain a close relationship and fellowship with the students and families of the church.
10. Encourage a Gospel unity and fellowship among the youth of our church. Discourage and refrain from participation in the formation of small cliques or favorites among student group, which tend to the fragmentation of the entire student group.
11. Assist in worship services when assigned by Senior Minister or the Executive Minister.
12. Coordinate the Student Ministry program with all other ministry areas (especially Music/Media, Christian Education, Mission and Discipleship) in the church so as to avoid conflicts.
13. Cooperate fully with ministers and church staff in carrying out the work and policies of the church.
14. Review and evaluate regularly the performances and effectiveness of all Student Ministry Staff (with the assistance of the Executive Minister) and report such findings to the Senior Minister.
15. Help plan and implement budget. Be responsible for guaranteeing the Student Ministry Department stays within budget.
16. Prepare and submit to the Senior Minister and Executive Minister, with a copy to the chairman of the Student Ministry Committee, a quarterly progress report outlining and evaluating progress made and goals obtained during the preceding month. This report is due at least three days prior to each month's Session meeting.

17. Coordinate and schedule all student activities with the Student Ministry Committee.
18. Maintain and report any damage involving the Youth House or student programs to the Business Office.
19. Assign and notify chaperones of student activities including Wednesday night suppers, Junior High and Senior High special activities.
20. Collect and submit monies relating to the student activities to the Business Office.
21. The Minister/ Director of Students and Families will embrace the “Philosophy of Student Ministries” as outlined by Ligon Duncan.
22. Coordinate with Christian Education (especially regarding Sunday School) in evaluating procedures and in upgrading the quality of teaching.
23. Perform with joy and excellence, any other duty or responsibility as assigned by the Senior Minister, the Executive Minister, or requested by the Session or its committee.

Approved by Session 10/13/14