



Job Title: Assistant Director of Student Ministries (High School/Special Events/Retreats)
Reports to: Assistant Pastor of Next Generation Ministries

Summary: The Assistant Director is a full-time staff position coordinating all special events for Middle School, High School and College Ministry at Northeast Presbyterian Church. The position assists the Assistant Pastor as they strive to teach students to connect with God and others through Christ by GATHERING, GROWING, and GOING.

Primary Responsibilities

1. Collaborate with Assistant Pastor of Next Gen. Ministries and Assistant Director of Student Ministries to understand the desired vision and direction of the ministry and coordinate activities.
2. Provide leadership to the High School Sunday Night Gathering:
 - High School Gathering should engage NEPC students and guests
 - Recruit and Equip Student Leaders and Adult leaders needed to support programming of HS Gathering
 - Maintain facilities support for HS Gathering
 - Develop and implement direction for teaching and small group material
3. Develop and Implement Special Annual Events
 - Cedar Cliff
 - Christmas Parties
 - Summer Ministry Planning
4. Upkeep of Web-Site
 - Coordinate with staff to determine content on web-site
 - Implement Updates through Designated Web Person
5. Shepherd and contact students in a personal way
 - Personally e-mail or call all 'disconnected' students
 - Contact each 'connecting' student in the directory
 - Spend face-to-face time with each 'connected' student in the directory
 - Be visible at students' events on school campuses
 - Know the names and faces of every student on the roll
6. Perform other duties as required by Director



7. Participate in NEPC staff gatherings as required

Inquiries Contact Jason Pittman, Assistant Pastor of Next Generation Ministries:
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