Position Title: Girls Discipleship Director

Position Description: Village Seven Presbyterian Church (www.v7pc.org) - in beautiful Colorado Springs, CO – is seeking a full-time Girls Discipleship Director. Our vision is to successfully coordinate the strategy and ministry of Village Seven to engage the female staff and volunteers so that every student is cared for in a way consistent with our vision and values. We are seeking a woman who is skilled at recruiting and training adult women towards a passion to disciple female students.

Application Deadline: March 31, 2020  Start Date: May 18, 2020

Reports to: Pastor of Students and Families

Manages: Female Student Ministry Staff, Female Volunteers, and Female Small Group Ministry of Jr. & Sr. High in partnership with Pastor of Students and Families

Qualifications

Calling
- Articulates and evidences a clear call from God to the ministry, with a specific leading to student ministry.
- If married, the spouse agrees with, and eagerly supports, this calling.
- Is committed to a long-term relationship with Village Seven and its Student Ministry.

Personal Life
- Operates from a deep conviction of the primacy and the authority of God’s Word in life and ministry.
- Is convinced of, and demonstrates, the necessity of practicing the means of grace.
- Is convinced of, and has demonstrated, the necessity of a morally pure life.
- Is committed to the Reformed faith as summarized in the Westminster Confession of Faith.
- If married, models a strong commitment to spouse and family.

Character
- Humble, teachable and eager to support the team in its ministry and work.
- Is respected by peers who hold her accountable and provide stimulation for personal growth and ministry.
- Demonstrates a servant heart.
- Reflects a positive attitude.
- Leads by modeling.
- Is known as a lover of people.
- Is transparent, vulnerable, and accountable in personal relationships.
- Demonstrates initiative.
- Can easily relate to students and parents of different backgrounds.
- Demonstrates cultural and gender sensitivity and treats others with love, respect, equality, dignity and honor.

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Competencies

- Has demonstrated ability in creating an environment of grace.
- Believes that evangelism and discipleship are foundational for student ministry – demonstrating on going effectiveness in seeing non-believers coming to faith and following up with new believers.
- Has demonstrated ability in equipping staff, volunteers and students to do the work of ministry.
- Possesses depth and skill in ministering the Word, both in groups and in individual settings.
- Displays strength in coaching, discipleship, shepherding, and wisdom.
- Demonstrates ability to relate to staff, volunteers and students in a culturally relevant way.
- Demonstrates a relational ministry style.
- Proven ability to recruit, train, and work with staff and volunteers.
- Committed to reconciling any known broken relationships.
- Operates as a team player with other aspects of the student ministry, the church staff, and the community.

Organization

- Time Management / Balance
  - Recognizes there are never enough hours in the day
  - Prioritizes use of time (able to say yes to the right things and no to everything else)
- Project Management
  - Able to oversee projects with multiple people and moving parts
  - Able to both delegate and to support
- Communication
  - Is able to keep direct reports, peers, and manager appropriately informed so that each is able to move together towards the desired goals.
  - Assume everyone needs to know: what has happened, what is happening, and what the plan is for what will happen.

Experience

- Has shown the ability to recruit and develop a team of female volunteers.
- Has been actively involved in ministry to students (either paid or volunteer).
- Has had experience successfully discipling girls one-to-one.
- Has been discipled one-to-one.

Responsibilities - Help carry out the Student Ministry core vision.

- Spiritual
  - Maintain a vibrant relationship with Jesus.
  - Actively engage in the means of grace.
  - Be involved with women who will support and hold her accountable.
- Program Leadership
  - Be visible, available, and approachable at every youth event and at most church-wide events.
  - Teach when requested and needed.
  - Oversee, support, and coordinate girls’ small group ministry, in partnership with the Pastor of Youth and Families.
  - Assist in planning or lead/plan all camps and retreats.
• **Staff and Volunteer Leadership**
  o Assist in recruiting and training strong female staff, volunteers and parents involved in the Student Ministry.
  o Be intentional toward female staff and volunteers with a goal to support, nurture, and listen.
    ▪ Meet with one-on-one regularly
    ▪ Phone calls and e-mails consistently
    ▪ Have leaders fill out group evaluations in order to keep a pulse on each group.
  o Help with the supervision and nurture of interns.
    ▪ Meet with female interns weekly for accountability and spiritual growth.

• **Contact and Outreach**
  o Work personally, and through staff and volunteers, to ensure that all junior and senior high girls are cared for by the church.
  o Work through staff and volunteers so that we have an ever-increasing impact on the un-churched students of our community, in partnership with parents and other ministries of the church and community.
    ▪ By personal involvement.
    ▪ By events and programs.
    ▪ By exposure at other schools (i.e., chapel talks, lunch visits, game attendance)
    ▪ By training V7 female students to relate to their un-churched friends effectively.
    ▪ Develop outreach plan of service to the community

• **Staff Training - One-on-one meeting with the Pastor of Youth and Families.** (To strengthen the relationship through “pulse checking,” prayer, growth (through Scripture or a book).
  o All Youth staff meetings once a week - To plan youth activities each week, as well as big events coming up, to cover administrative issues as a team, and to strengthen team relationships through prayer and life sharing.
  o Regular youth staff retreats

**Evaluation:** This position is evaluated annually by the Pastor of Students and Families. A written report is prepared of this evaluation and signed by the Girls’ Discipleship Coordinator and the Pastor of Students and Families. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Time Required:** 40+ hours per week

**Initial Application Submission Must Include:**
- Cover letter
- Resume
- A brief statement of faith (one-page max)

Please send resume (include picture and references) and all other pertinent documents to Drew Lints - dlints@v7pc.org