



CHRIST COVENANT  
CHURCH

Position Description  
**Assistant Director of High School Ministry**  
**Christ Covenant Church**

**I. POSITION PURPOSE:**

Under the leadership of the Pastor of Youth Ministry, the Assistant Director of High School Ministry (ADHS) is to disciple and equip the female students in the High School program of Christ Covenant Youth Ministry (CCYM) and recruit and equip female leaders to participate in the discipleship of young women under the care of CCYM. The ADHS assists in the discipleship and development of the High School leaders and students, encouraging them to embrace the gospel and a Christian world and life view, so that “in all things Christ may have preeminence.”

**II. POSITION SUMMARY:**

- Disciple High School girls
- Encourage and equip High School girls and their families
- Recruit, shepherd, and equip leaders to use their gifts in High School Ministry
- Organize and administrate ministry events, summer missions, and other retreats
- Support and assist the Pastor of Youth Ministry in directing all aspects of the Senior High Ministry

**III. PERSONAL COMMITMENTS:**

- Committed to Jesus Christ as personal Savior and Lord
- Committed and passionate in loving and caring for High School students
- Committed to building unity and teamwork among the Youth staff
- Committed to prayer in all aspects of personal and professional life
- Committed to regular personal accountability with other women
- Committed to the reformed faith and in agreement with the Westminster Confession
- Must be or become a communing member of Christ Covenant Church

**IV. REPORTING RELATIONSHIPS:**

This position will report directly to the Pastor of Youth Ministry.

**V. REQUIRED SKILLS/ABILITIES:**

- Chemistry and compatibility with Youth staff
- Evidenced ability to work well with others in a team environment
- Professional and loving interaction with parents and adults associated with CCYM
- Spiritual discernment
- Ability to teach and motivate others
- Motivated self-starter
- Proven ability to train and equip leaders
- Large capacity for relationships and responsibilities



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- Computer proficiency is required; a willing interest to create printed publications (ex. Publisher), graphic design (ex. Photoshop), social media, CCYM videos, etc.
- Capable of recruiting and equipping others to use their gifts in leadership positions
- Self-awareness
- Teachable spirit and ability to receive constructive criticism and encouragement with humility
- Ability to multitask

**VII. EDUCATION/TRAINING:**

Bachelor's degree

**VI. SUPPORTING EXPERIENCE:**

Must have 2-5 years of experience in Youth Ministry to girls and a call to High School Ministry

**VIII. BASIC ROLES/EXPECTATIONS:**

- Disciple High School girls
- Encourage and equip High School and their families
- Assist the Pastor of Youth Ministry in pursuing the stated vision and purpose of Christ Covenant Church and CCYM
- Recruit, mentor, and encourage adult leaders who serve in Youth Ministry, challenging them and helping them to grow in their relationships with Christ
- Help create promotional material and administrative needs for all Youth events (retreats, outreach events, monthly calendars, mission trips, etc.)
- Provide leadership for the High School Small Group Ministry, Link, by organizing groups, overseeing details, and assisting in the training of High School Link leaders
- Assist in the development of the High School student leadership teams
- Spend time with students in their world and in their daily lives
- Help plan, write, and teach curriculum for Youth Ministry programs and retreats
- Exhibit awareness and support of church policies and procedures
- Exhibit godly character in all circumstances
- Give consistent effort towards the development of team chemistry
- Grow in competency in all aspects of this position
- Use presence and leadership to serve as a spark of energy and as a magnet for students to be attracted to CCYM events

To apply, please go to <https://christcovenant.org/about-us/employment/> and read "How to Apply." Thank you