



**JOB DESCRIPTION: ASSOCIATE DIRECTOR OF HIGH SCHOOL MINISTRY**

**FLSA STATUS: Exempt**

**REPORTS PRIMARILY TO: Director of High School Ministry**

**PRINCIPAL FUNCTION**

**The Associate High School Director is responsible for the spiritual leadership and development of specific ministries for High School students. The primary objective is evangelism with the goals of bringing students to:**

- A. a progressive commitment to Jesus Christ
- B. a progressive commitment to the Body of Christ, and
- C. a progressive commitment to the work of Christ in the world.

**FUNCTIONAL RESPONSIBILITIES**

- A. **RELATIONAL MINISTRY**  
To invest time and effort into initiating and developing relationships with students where the Gospel can be shared and applied to the students' lives.
  - 1. Active in pursuing intentional relationships with male High School students on a daily basis
  - 2. Visits to schools (lunches, sporting events, etc.)
  - 3. Knowing names and involvement status of our Covenant students in High School
- B. **OUTREACH**  
To assist in giving oversight and administering programs and/or meetings to present the Gospel to High School students including:
  - 1. Planning, recruiting, and implementing of retreats and conferences— Fall Camp, Summer Camp, etc.
  - 2. Developing new ways to assist students in their own personal outreach—ex. Planning new outreach events and initiatives
- C. **GROWTH**  
To assist in giving oversight and administering programs and/or meetings that will nourish in the faith those who profess Christ as Savior and Lord including:
  - 1. High School Small Groups
    - i. Recruit and train leaders
    - ii. Curriculum planning
    - iii. Leading a group
  - 2. High School Sunday School
    - i. Teaching
    - ii. Curriculum planning
  - 3. TNT—Outreach meeting
    - i. Teaching and planning programming
    - ii. Recruit and train volunteers
  - 4. Assisting parents in spiritual development of their students
    - i. Being available as resource to parents
    - ii. Being proactive in contact with parents
      - 1. Providing resources and encouragement to them
- D. **MISSION/MINISTRY**  
To assist in giving oversight and administering programs and/or meetings that will challenge students to use their gifts to further the Gospel including:
  - 1. Mission Trips
  - 2. Service Projects—to engage the students in ministry in Knoxville
  - 3. Training and Overseeing the High School leaders

**Organizational Relationships:**

The Associate High School Director functions within the following organizational parameters:

- A. Directly responsible to the Director of High School Ministry
- B. Will work in and through the Student Ministry Leadership Team
- C. Will help supervise and train 2-year interns

**Personal Conduct**

The Associate High School Director is expected to grow in his spiritual walk with Christ, his commitment to the Body of Believers, and in his burden for those who are lost through:

- A. Daily devotional time
- B. Maintenance of character consistent with Biblical standards for those in leadership
- C. Attendance at all church-wide functions
- D. Attendance at age-appropriate ministry functions not in conflict with the student ministry schedule