

Purpose: Working under the leadership of the Pastor of Student Ministries (PSM), the Student Ministries Assistant Director (SMAD) will assist with the planning and implementation of various programs in middle school ministries. Her primary purpose is to point students to Jesus: through weekly, monthly, and yearly programs, trips, and retreats; and in developing gospel-centered relationships with students, parents and leaders and volunteers. Through these various forms of ministry, she will be an instrument of God's grace in the lives of students.

1. **Under the oversight of the PSM, the SMAD will assist with the planning and implementation of various avenues of ministry to students, parents and other leaders.**
 - Plan and assist with ministry programming for students in a variety of formats and contexts within the student ministry.
 - 1) Assist with planning and implementing weekly programming, such as but not limited to Sunday school, Wednesday night youth group, other small groups, and teaching as requested by the PSM.
 - 2) Assist with planning and implementing seasonal programming, such as but not limited to retreats/conferences, mission trips, service projects.
 - 3) Assist with planning and implementing occasional programming: such as but not limited to any kind of special event.
 - 4) Provide helpful and godly leadership and direction during programming as necessary.
 - 5) The SMA will help with various administrative tasks that correlate with the above programs (i.e. weekly emails, trip registration, social media accounts, weekly powerpoint, etc).
 - Seek intentionally formal and informal venues for discipleship and relationship building with students through routine and weekly contact work with students (i.e. leading a small group).
 - Assist the student ministry team in recruiting and meeting with volunteers and summer interns.

2. **Under the oversight of the PSM, the SMAD will engage the families in the church on behalf of Student Ministry.**
 - Cultivate appropriate parental and volunteer participation.
 - Meet with and be available to parents for encouragement and prayer. When a pastoral issue arises in meetings with students or parents, the SMAD will debrief with the PSM.

Terms:

- **Hours:** forty hours a week. **Salary:** commensurate with experience **Benefits:** health insurance, vacation, etc., is subject to the current IPC Employee Handbook. Generous expense account for meals/contact work.

To Apply: Please send a cover letter and resume, along with any questions about this position, to Brad Robson, Pastor of Student Ministries: brobson@ipcmemphis.org