



Job Title: Girls Discipleship Coordinator

Reports to: Student Discipleship Director (SDD)

Summary: Manages the Jr. High & Sr. High female small group ministry including female volunteers and interns. Coordinates the strategy and ministry of the Village Seven Youth Group so that every female student is cared for in a way consistent with our vision and values.

I. Job Requirements:

A. Calling

1. Articulates and evidences a clear call from God to student ministry.
2. Is committed long-term to Village Seven and its student ministry.

B. Personal Life

1. Believes in the primacy & authority of God's Word in life and ministry.
2. Demonstrates a commitment to practicing the means of grace.
3. Demonstrates a commitment to living a morally pure life.
4. Is committed to the Reformed faith as summarized in the Westminster Confession of Faith.

C. Character

1. Humble, teachable, and a team player.
2. Servant hearted, constantly reflecting a positive attitude.
3. A lover of people who leads by example.
4. Is transparent, vulnerable, and accountable in personal relationships.
5. Demonstrates initiative in both her work & in personal/spiritual growth.
6. Can easily relate to students and parents of different backgrounds.
7. Treats others with love, respect, equality, dignity, and honor.

D. Competencies

1. Demonstrates ability in creating an environment of grace.
2. Demonstrates an attitude of evangelism and discipleship.
3. Equips staff, volunteers, and students in doing relational ministry.
4. Skillfully ministers the Word, both in groups and in individual settings.
5. Displays strength in coaching, discipleship, shepherding, and wisdom.
6. Relates to staff, volunteers and students in a culturally relevant way.
7. Committed to reconciling any known broken relationships.
8. Successfully prioritizes the use of limited time and delegates well.
9. Able to oversee projects with multiple people and moving parts.

E. Experience

1. Has recruited and developed a team of female volunteers.
2. Has been actively involved in ministry to students (paid or volunteer).
3. Has had experiences successfully discipling girls one-to-one.
4. Has been discipled one-to-one.

II. Responsibilities:

A. Spiritual

1. Be actively engaged in the means of grace.
2. Be involved with ladies who will support and hold her accountable.

B. Program Leadership

1. Be visible, available, and approachable at every youth event and at most church-wide events.
2. Teach when requested and needed.
3. Oversight, support, and coordination of girls' small group ministry.
4. Assist in planning and/or leading all camps and retreats.
5. Ideate ways we can improve the youth ministry for the glory of God.

C. Staff and Volunteer Leadership

1. Assist in recruiting and training strong female staff and volunteers.
2. Move intentionally toward female staff and volunteers with goal to support, nurture, and listen.
 - a. Meet for volunteer one-on-ones regularly.
 - b. Consistently send phone calls, texts, and e-mails.
 - c. Find innovative ways to keep a pulse on each group.
3. Meet with female interns weekly for accountability and spiritual growth.

D. Contact and Outreach

1. Work personally (as well as through staff and volunteers) to ensure that all junior and senior high girls are cared for by the church.
2. Have one-on-one meetings/activities with students throughout the week.
3. Find innovative ways to reach the un-churched students of our community, in partnership with parents and other ministries of the church and community.
 - a. Personally
 - b. By events and programs
 - c. By exposure at other schools (chapel talks, lunch, and sports visits)
 - d. By training V7 female students to effectively relate to their un-churched friends.
 - e. Develop outreach plan of service to community

Evaluation: This position is evaluated annually by the Student Discipleship Director. A written report is prepared of this evaluation and signed by the Girls' Discipleship Coordinator and the Student Discipleship Director. 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: 50+ hours per week

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