



**Job Title:** Boys Discipleship Coordinator

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

**Department:** Student Discipleship                      **Reports to:** Student Discipleship Director (SDD)

**Pay Type:**  Hourly     Salaried                      **Time Required:** 40-50 hours per week

**Eligible for Overtime:**  Yes                       No

If no, check type of exemption:  Professional  Executive  Administrative  Ministerial

**Supervisory Position:**  Yes                       No

If yes, check type:  Employees # \_\_\_\_\_  Contract Wkrs # \_\_\_\_\_  Volunteers # \_\_\_\_\_  
*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**Job Titles Supervised** (if applicable):

**Works closely with:** Student Discipleship Team, Student Discipleship Volunteers, Students

**I. Job Requirements:**

**A. Faith**

This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church’s vision and mission, agrees with our Statement of Faith, and subscribes to the Westminster Confession and Catechisms. There is no other background that can substitute for this requirement.

**B. 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.

**C. 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.

#### **D. 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 his 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.

#### **E. 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.

#### **F. Education**

1. Bachelor's Degree preferred.

#### **G. Experience**

1. Has recruited and developed a team of male volunteers.
2. Has been actively involved in ministry to students (paid or volunteer).
3. Has had experiences successfully discipling boys 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 men who will support and hold him 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 boys' 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 male staff and volunteers.
2. Move intentionally toward male 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 male 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 boys 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 male students to effectively relate to their un-churched friends.
  - e. Develop outreach plan of service to community

**Physical, Mental, and Emotional Requirements of this Position Include:**

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)		X	
GASES/FUMES/DUST		X	
HEIGHTS	X		
NOISE			X
CLIMBING (Stairs/Ladders)			X
DRIVING			X
CRAWLING OR KNEELING		X	
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE		X	
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	over 50 lbs	20 – 50 lbs	under 20 lbs
REACHING FORWARD	over 50 lbs	20 – 50 lbs	under 20 lbs
PUSHING/PUSHING	over 50 lbs	20 – 50 lbs	under 20 lbs
CARRYING	over 50 lbs	20 – 50 lbs	under 20 lbs
<i>MENTAL DEMANDS</i>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS			X
INTERPRETING OR ANALYZING DATA			X
MAKING QUICK DECISIONS			X

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<i>TRAVEL:</i>			
Local			X
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
<i>OPERATING MACHINERY:</i>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<i>EMOTIONAL DEMANDS</i>			
CALM IN STRESSFUL SITUATIONS			X
SUPPORTIVE TO THOSE IN CRISIS			X
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

**Pay and Benefits:** The salary rate range for this full-time position (minimum 40 hours per week) is \$38,000 to \$48,000. Benefits include health insurance (employer pays 80% of premiums), TSA match, Vacation time (10 days), Holidays (10 days), and Sick leave (up to 12 days).

**Evaluation:** This position is evaluated annually by the Student Discipleship Director. A written report is prepared of this evaluation and signed by the Boys’ 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.

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