



*helping people find hope, freedom and purpose in Jesus*

## **Student Ministries Assistant Director (Female)**

Position Reports to: Pastor of Student Ministries | Full Time Exempt

### **SCOPE:**

The intention of the student ministries of Westminster Presbyterian Church is to ensure that our vision, *“helping people find hope, freedom and purpose in Jesus”*, is effectively developed and nurtured in the lives of our students and their families. This mission is accomplished through a vibrant, growing, relational youth ministry that provides the environment for:

- **Worship** - Students are engaged in worshipful activities that point them to Jesus and help them navigate following Jesus in Middle and High School.
- **Equipping** - Students are taught the Bible in ways that are relevant to middle school and high school students and they are engaged in age-appropriate equipping/discipleship.
- **Missions** - Students are offered opportunities to live missionally and non-Christian students are engaged with the gospel.
- **Care** - Students are offered loving care as they struggle with difficult issues.

The primary purpose of the Student Ministries Assistant Director (Female) is to assist the Pastor of Student Ministries in the leadership the youth ministry. Driven by a passion for Christ and students, especially girls, the Student Ministries Assistant Director (Female) lovingly engages students and leads activities that fit the best use of her gifts. She is a member of a team dedicated to Christian service and shall therefore always seek to conduct herself in such a way that would be pleasing to the Lord. The Student Ministries Assistant Director (Female) must possess a personal and vital relationship with Jesus Christ and needs to be growing in her faith as a disciple of Christ and willing and able to disciple others.

### **PRINCIPAL FUNCTIONS:**

- ❖ Organizational Relationships
  - Relationship to Pastor of Student Ministries
    - Responsible to help develop and carry out the vision of the Student Ministry.
    - Keeps the Pastor of Student Ministries informed and current with respect to female students.
  - Relationship to Staff
    - Participates as vital member of the student ministries team.
    - Participates in regular staff meetings.

- Participates in planning sessions.
- Works with all members and areas of the ministry team.

❖ **Qualifications and Attributes**

- Bachelors Degree required.
- Strong working knowledge of the Scriptures and the Reformed Faith.
- Ability to communicate biblical truths and reformed doctrine in a manner that maintains the integrity of the truth while contextualizing the message in a meaningful way for students to understand.
- Experience working with female students and their families within the context of the local church.
- Possesses a teachable heart, a good attitude, a joyful sense of humor, flexibility, and a spirit of unity.
- Empathetic and intuitive in decision-making.
- Possesses a knowledge of female students' developmental stages of life and their current culture to strategically choose and implement appropriate programming.
- Relational with 6th – 12th grade students, especially females.
- Communicates and teaches with excitement.
- Excellent coaching and listening skills.
- Desire to equip students to live out the gospel in their lives through worship, spiritual transformation and mission impact within their communities and the world.

**Ministry Functions**

❖ **Youth Ministries**

- Large and Small Group Meetings
  - Assists the Pastor to develop the youth ministry with a balance of activities involving worship, discipleship, evangelism, fellowship, and missions that together build a community of believers with a heart for the world.
  - Provides training in Bible content, Reformed theology, ministry skills and application to the world of the middle and high school students.
- Special Events and Activities
  - Assists Pastor of Student Ministries in planning special events, activities, retreats and conferences that reflect a balance of outreach, fellowship, and service.
  - Assists Pastor of Student Ministries in coordinating use of buildings and grounds with Business Office.

❖ **Equipping and Ministry**

- Equips and encourages student ministry volunteer leaders
- Disciples and equips student leaders.
- Serves as shepherd and friend of female students and parents.
- Visits on campuses of area schools.

NOTE: This job description is not intended to be all-inclusive.  
Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.