

Assistant Pastor/Director of Student Ministry
Christ Presbyterian Church of Houston, TX (CPC)

<https://cpchouston.org>

Contact: Steve Bellis, Executive Director
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I. Position Summary

Christ Presbyterian Church (PCA) is a growing church of over 700 members located in the western center of the Houston metropolitan area. We are a member congregation of the Presbyterian Church in America (PCA). As a church, we are known for having a strong emphasis on reformed theology, rich worship, warm fellowship, and faithful expository preaching.

The Assistant Pastor/Director of Student Ministry leads the ministry that seeks to help every sixth- through twelfth-grade student at CPC grow in their love for Christ, His Word, and His Church through transformational community to impact Houston and the world.

We want the ministry to the students of CPC to convey an increasing awareness of God's love for them as expressed through redemption and the forgiveness of sins. The overflow of being transformed by God's love will generate a passion that their friends, city, country, and even the world would experience the same mercy, forgiveness, and benefit they have in Christ.

II. Position Requirements

Education / Experience: college graduate; has MDiv seminary degree or desires to pursue an MDiv seminary degree; willingness to be ordained in the PCA; previous experience working in a ministry to middle/high school or university students. For the right candidate, CPC will pay for RTS Houston Seminary tuition and books to complete an MDiv degree in addition to being paid a full-time salary.

Knowledge: Understanding of Biblical and reformed theology; knowledge of ministry to middle school and high school students; well informed about the current teen culture and issues; an understanding of management principles for staff and ministries; financial principles for budgeting.

Skills: Strong leader; relational; gifted teacher and communicator to students; management; computer; ability to relate well to and form effective relationships with students and their parents; ability to develop and implement a strategic, sustainable plan and ministry; team player.

Time Commitment: 40-50 hours per week

Special Talents, Skills Preferred: Recruitment, leadership, equipping, delegating, organization, administration, developing and maintaining effective relationships with teens and their families.

Resources and Training Provided: Time and budget for ongoing continuing education opportunities and training.

Personal Characteristics: Will have the following personal characteristics:

- ✓ **Integrity** – character above reproach.
- ✓ **Teachable Spirit** – Humble, lifelong learner who is open to development and feedback.
- ✓ **Flexibility** – Adaptable in the dynamic flux of a large city and growing church.

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- ✓ **Responsible** – Turns ideas into deadlines and dependably sees projects to their completion.
- ✓ **Enthusiastic** – Pleasant to work with and genuinely excited about the pastoral vocation.
- ✓ **Generous** – Grateful and giving in response to God’s grace in his own life.
- ✓ **Leadership** – Has the ability to engage and promote activity through others.
- ✓ **Creativity** – Has the ability to think strategically about new initiatives.

III. Description and Responsibilities

1. Ensure that child protection policies and procedures are in place and being followed by student ministry volunteers and staff.
2. Establish and maintain a systematic student ministry program that engages a growing number of the middle school and high school students weekly.
3. Plan and promote all major events and weekly programming in such a way that the targeted number of students participate.
4. Know the names of every student and parent on the rolls.
5. Pray for and personally contact inactive students and their parents.
6. Joyfully collaborate with the Female Director of Student Ministry in planning and executing Student Ministry programs and events.
7. Provide regular and timely encouragement and helpful feedback to the Female Director of Student Ministry, ministry interns, and key ministry volunteers.
8. Help ensure that members of the Student Ministry Committee are contacting each enrolled student and their parents at least quarterly.
9. Help ensure that members of the Student Ministry Committee are making face-to-face contact with every student on the student directory at least once a year.
10. Be visible at non-CPC student events once a week during the school year and invite a volunteer to accompany you on those visits.
11. Recruit all weekly student ministry volunteers [minimum of one for every five active students] no later than one month before they are to begin serving.
12. Ensure that all weekly student ministry volunteers have completed an application and received training before they begin serving in the student ministry. Ensure that volunteers are also receiving ongoing training and support.
13. Meet personally with each regular student ministry volunteer at least once a year and check in with them at least quarterly.
14. Create and update plans for each major event.

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15. Create, maintain, and distribute control documents (the student directory, the student ministry calendar, calendar requests, event and trip registration forms, leader directory, first-timer directory, etc.).
16. Ensure that compliance documents and training courses are in place, being maintained, and adhered to by all involved parties (copyright licensing, background checks on volunteers and staff, etc.).
17. Meet or exceed annual benchmarks set by the Student Ministry Committee.
18. Establish and maintain effective written and in-person communication channels to help ensure you have open avenues of communication with students, parents, and volunteers to voice concerns.
19. Seek out and invite students who do not typically attend worship to sit with you during worship services.
20. Communicate with the church staff, particularly the Executive Director and Senior Pastor in such a way that they are informed and enthusiastically supportive of the priorities and programs of the student ministry.
21. Teach and lead an engaging Sunday School program for Middle School and High School students.
22. Make exceptional and personal follow up to all first-time guests is being made within a week of their visit.
23. Inform the Executive Director, Senior Pastor, and/or Student Ministry Committee of problems and challenges in the student ministry and propose potential solutions to them, so that they assist with you with timely and effective solutions.
24. Handle the “in-between the cracks” needs of the student ministry in a professional and timely manner, including bulletin boards, photography, attendance, newsletters, Sunday bulletin and Enews announcements, forms, and registration materials.
25. Meet at least monthly with the Chairman of the Student Ministry Committee for discipleship, encouragement, and oversight.
26. Be aware of any special victories, concerns, challenges, or hospitalizations being faced by the students and their families and, as often as reasonable, pass that information on to the student ministry leaders for personal follow up.
27. Prepare an annual student ministry budget, get agreement from the Student Ministry Committee, submit it on time, and adhere to it.
28. Plan student mission trips and communicate the details to all the parents well in advance of the commencement of each mission trip.
29. Reports directly to the Executive Director.

IV. Staff Team Composition

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1. Assistant Pastor/Director of Student Ministry
2. Female Director of Student Ministry