

Sycamore Presbyterian Church Assistant Director of Student Ministries (Female)

Sycamore Presbyterian Church is seeking a passionate, ministry-minded woman to join our team as the Assistant Director of Student Ministries! You'll work alongside our Assistant Pastor to build a dynamic student ministry. As the Assistant Director of Student Ministries, your primary role is mentoring and nurturing female students. In addition, this role includes leading Bible studies, creating discipleship materials, and organizing impactful events. A strong familiarity with PCA theology and doctrinal standards is essential to ensure alignment with our church's mission and values. This role also involves connecting with parents, supporting students' spiritual journeys, and fostering a safe, welcoming environment. If you're ready to make a difference in our community, we'd love to hear from you!

Position Type: Full-Time

Salary: Competitive, based on experience

Benefits: Health insurance, paid time off, and professional development opportunities.

Location: Sycamore Presbyterian Church, 510 Coalfield Rd. Midlothian, VA.

Reports to: Asst. Pastor, who is overseen by Lead Pastor

Qualifications for an Assistant Director of Student Ministry

Passion for Youth Ministry: Demonstrates a genuine enthusiasm for working with young people, especially female students, and a strong commitment to Reformed Doctrine and Christian faith.

Strong Communication Skills: Able to communicate effectively, both verbally and in writing, with students, parents, and church leadership.

Organizational Skills: Manages multiple tasks, prioritizes responsibilities, and meets deadlines efficiently.

Relationship Building: Skilled in developing and maintaining positive relationships with students, families, and volunteers.

Leadership Skills: Capable of leading and inspiring others, including volunteers and youth participants.

Creativity: Brings innovative and engaging ideas to programs and activities for students.

Flexibility: Willing to adapt to changing circumstances and challenges as they arise.

Teamwork: Works collaboratively with church staff and effectively partners with the other two staff members in the student ministry team.

Ministerial Experience: Previous experience in youth ministry is preferred.

Key Responsibilities [include, but are not limited to]

Active Discipleship (60%)

This is the core of our ministry and the most essential aspect of the position. As an Assistant Director of Student Ministries, with a specific focus on discipling young women in the student ministry, you will pursue and lead students with intentionality to cultivate meaningful personal relationships through one-on-one and group meetings. These include lunch/dinner appointments, home visits, attendance at extracurricular activities, Bible studies, retreats, and other events; and through ongoing, consistent, direct contact via various communication platforms (text, email, and others). In short, you will be where students are, walking alongside them in life, mentoring young women in their faith journey, and encouraging them in evangelism to their unbelieving friends.

Event/Program Planning (15%)

As an Assistant Director of Student Ministries, you will be asked to provide input on and help run various programs and events that are sponsored by the Youth Ministry Team (i.e. Fall Tailgate, Christmas Party, Mission Trips, Evangelism Training, Youth Group, etc.)

Conversation Facilitation (10%)

As an Assistant Director of Student Ministries, you will present the Gospel in an accessible way to strengthen the faith of our covenant youth as well as reach unbelievers. As part of this, with support from the Asst. Pastor, you will write and facilitate Biblically-based lessons designed to engage and equip students primarily through leading discussions in Sunday School, Youth Group, Bible Studies, and in one-on-one meetings.

Coordinating Sunday School (10%)

With the support of the Assistant Pastor, the Assistant Director will help oversee our Sunday morning Sunday School program. This responsibility arises when the Assistant Pastor is unable to facilitate Sunday morning programming. While the Assistant Pastor will not be leading, he will assist the Assistant Director with planning, selecting/writing materials, and recruiting spiritually mature men from the church to guide Sunday School sessions. The Assistant Director will also facilitate conversations and ensure the use of biblically sound theological materials to build up the students in our ministry.

Student Ministry Communications / Graphics (5%)

The assistant director will help the Asst. Pastor to produce and maintain an effective social media strategy to engage students throughout the week. This includes posting on our social media platforms and helping to produce a minimal social media strategy. Alongside social media, the Assistant Director will help to make graphics for events, series', etc.

Expectations

- The Assistant Director of Student Ministries is expected to become a communing member of Sycamore Presbyterian Church and remain in good standing
- The Assistant Director of Student Ministries will attend worship services and staff meetings on a weekly basis
- The Assistant Director of Student Ministries will participate as needed or requested in the evaluation and development of the overall church ministry
- The Assistant Director of Student Ministries will participate in evaluations of their role, and evaluations of the efficacy of the student ministry on a yearly basis.

Accountability

- The Assistant Director of Student Ministries will be overseen by the Assistant Pastor of Student Ministries
- The Assistant Director of Student Ministries is required to review and abide by the Safety and Abuse Prevention Policy as found in Sycamore's Personnel Manual.
- The Assistant Director will take Ministry Safe's Child Sexual Abuse Awareness Training, and keep the training up to date, taking it every two years.

Timeline

- Sycamore Presbyterian Church desires to have someone in this position by the end of May 2025. But having someone sooner is preferred.

To Apply:

Email a copy of your resume, including contact information (phone numbers and email) for three references (two personal and one pastoral), to Donnie Clinton, Assistant Pastor of Student and Young Adult Ministries, at Dclinton@sycamorepres.com

References should be emailed as PDFs, at most one page long, not less than two paragraphs, attesting to your ministry experience, your character as a Christian, and why they feel you'd fit the outlined role.