

Student Ministry Coordinator  
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 Student Ministry Coordinator works with the Assistant Pastor/Director of Student Ministry and the to coordinate ministries to middle- and high-school students – especially female students – to make disciples who love Christ, His Word, and His Church.

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; MDiv Seminary degree preferred; previous experience working with students.

**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 and administrative skills; computer skills; 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.
- ✓ **Responsible** – Turns ideas into deadlines and dependably sees projects to their completion.
- ✓ **Enthusiastic** – Pleasant to work with and genuinely excited about the pastoral vocation.

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- ✓ **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. Student Ministry Responsibilities**

1. Assists Assistant Pastor/Director of Student Ministry in planning, promoting, and executing weekly, monthly, and special events.
  1. Sunday School
  2. City Group
  3. Seasonal Bible Studies
  4. Monthly fellowship events
2. Assists Assistant Pastor/Director of Student Ministry in planning, promoting, and executing all mission trips and retreats, including (but not limited to) Middle School Fall Retreat, High School Spring Retreat, High School Summer Camp, Middle School Summer Retreat.
3. Assists Assistant Pastor/Director of Student Ministry in recruiting and training volunteers for weekly events.
4. Assists Assistant Pastor/Director of Student Ministry in developing a teaching schedule and lesson series each semester.
5. Writes and teaches City Group and Sunday School lessons as well as when other teachers are not available.
6. Knows every student and who regularly attends events and programming as well as their parent(s).
7. Prays for and reaches out to inactive students and their parents.
8. Conducts at least thirty one-on-one meetings per month with girls on the Student Ministry roll.
9. Meets with moms/female guardians of girls as often as their schedules allow.
10. Helps ensure communication with all parents has taken place, both written and in person, leaving avenues of communication open for concerns and suggestions.
11. Attends sporting events, concerts, competitions, etc. for students – especially female students.
12. Provides exceptional and personal follow up with female first-time guests within a week of their visit.
13. Helps manage social media, text alerts, and weekly email newsletters.
14. Help ensure the “in-between the cracks” needs of student ministry have been handled in a professional and timely manner, including bulletin boards, photography, attendance, newsletters, Sunday bulletin and e-news announcements, forms, and registration materials.
15. Meets with female volunteers every semester for coaching, discipleship, prayer, and encouragement.
16. Willingly collaborates with all CPC staff.
17. Is committed to keep short accounts with all other CPC staff, officers, and members.

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18. May be assigned other duties and responsibilities as needed by the Executive Director and Senior Pastor.
19. Reports to the Assistant Pastor/Director of Student Ministry.
20. Performance reviewed annually by Assistant Pastor/Director of Student Ministry.