

12915 Kingston Pike
Knoxville, TN 37934
865-671-1885
www.christcov.org

PHILOSOPHY AND VALUES OF MINISTRY:

Christ Covenant is a PCA affiliated church located in Knoxville, TN. Our vision is to awaken the church and engage the culture. Our mission is to reach and equip people of all ages with the uncompromising truth of Scripture, enabling us to serve others with the unwavering love of Jesus in our families, church, community, and world.

PRINCIPAL FUNCTION:

The Student Ministries Administrator and Girls' Assistant will be responsible for managing the middle and high school weekly administrative tasks and discipling students in their Faith. This will be a person who is very organized, has a heart for students, and a passion for ministry. This is a salaried full-time position that demands 40 hours a week of both in office and out of office work.

RESPONSIBILITIES:

ADMINISTRATOR

- Manage weekly communications for both middle school and high school ministries
- Update the student ministry website and social media platforms regularly
- Manage student sign-ups and monetary transactions for all events and mission trips
- Creatively market youth events
- Available to respond to parent questions through e-mail, text, or phone call
- Reach out to visiting students and their families
- May be required to obtain a notary license through the church

GIRLS' ASSISTANT

- Disciple high school girls in large group, small group, and individual settings
- Develop a relationship with High School girls both in the church and community
- Help organize fun and exciting events that foster community within the youth group
- Assist in the development and implementation of all High School youth programs
- Help plan and lead mission trips (foreign and domestic) and youth retreats
- Willing to serve alongside Christ Covenant staff, volunteers, and parents
- Text/Communicate with High School girls regularly

JOB QUALIFICATIONS:

- Bachelor's Degree required, preferably in a ministry related field
- Prior experience in youth ministry or as an administrator is valuable but not necessary
- A firm foundation and adherence to reformed theology
- Agreement, support, and alignment with the Church's Statement of Faith, Constitution, By-Laws, Policies, and procedures
- Able to demonstrate abilities and giftedness to meet and perform Job Description scope of work
- Organized, pro-active, self-starter
- Creative, collaborative, enthusiastic spirit
- Proficient in all Microsoft Office programs

BENEFITS:

- Salary with 403b Savings Plan plus Employer Match
- Monthly allowance for student ministries
- Youth ministry training and continued education as possible
- Insurance (health, life, dental & vision)