

Education and Student Ministries Pastor

Position Description:

Position Title:	Pastor of Education and Student Ministries
Supervisor's Title:	Associate Pastor
Compensation:	Commensurate with experience, education, and cost of living in Irvine
Position Status:	Full-Time, Salary

General Summary:

The Pastor of Education and Student Ministries is responsible for directly leading the Student Ministries (Middle School and High School) of New Life Church of Irvine. In addition, he will oversee our Kids ministry which is led by our Kids Ministry directors. Depending on gifts and experience, he will also participate in Sunday services and help with other responsibilities according to the church's needs.

Essential Duties and Responsibilities:

- Student Ministries
 - Coordinate and run the Student Ministries programs including envisioning, strategic planning, teaching, team-building, discipling, activities, retreats, and mission trips.
 - Recruit, develop, and deploy a team of adult volunteers and interns to assist, care for, and support our students.
 - Raise up student leaders among the middle and high school ministries and train them in various ministries within the Student Ministries program.
 - Equip and support parents to better disciple their students at home
 - Invest in students by attending their extracurricular events, including sporting events.
 - Brainstorm and create media for Student Ministries, as needed, including videos, graphics, etc.
 - Communicate the vision, goals, and activities of Student Ministries to parents through informational meetings, mailings, phone calls, visitations, and electronic communications.
 - Engage unchurched students outside of New Life
 - Update the church database with student information.
 - Work within the given budget and maintain proper documentation as needed.
 - Various other administrative tasks as related to Student Ministries operations.
- Education
 - Lead the church in strategic planning, envisioning and execution of a comprehensive program of Christian education and discipleship.
 - Oversee and support New Life's Kids Ministry Directors (Sunday School & Event Planning) with recruiting and training of volunteers.
 - Coordinate the production of informational and public relation materials such as church web-site, publications and news releases.
 - Equip and support parents to better disciple their children at home through seminars and other forms of discipleship.

- Oversee safety and security protocol for children and youth.
- Sunday Worship
 - Preside over various elements of Sunday services on a rotational basis along with the rest of the Pastoral Staff
 - Preach 3-6 times a year
- Church Leadership
 - Collaborate with Staff, Session, and Diaconate for the overall pursuit of vision, direction, and strategic initiatives of the church.
 - Participate in other areas of ministry according to the Pastor's Gifts/Interests and the Church's Needs

Qualifications:

- Education and/or Experience (must have one or more of the following)
 - Bachelor's Degree (B.A. or B.S.)
 - 4 years related experience and/or training preferred.
 - Equivalent combination of education and experience.
- Language Skills
 - Ability to read, analyze, and interpret documents such as safety rules, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of volunteers, church members or staff members of the organization.
- Reasoning Ability
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills
 - Must have knowledge of internet software, spreadsheet software, and word processing software.
- Licenses, Registrations, and Certificates
 - Current Driver License.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Spiritual Requirements:

- Regular involvement in New Life's activities and events.
- Signed acknowledgement of New Life's "Statement of Faith" and "Staff Covenant/Lifestyle Agreement" forms.
- Signed acknowledgement to policies and procedures as stated in New Life Church of Irvine's employee handbook.
- Living out the spiritual principles outlined in the "Staff Covenant/Lifestyle Agreement"; participation in a small group; tithing consistently; attending worship services; involvement in outreach; following Christ personally and passionately; sexual purity.

Physical Requirements:

- Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 25 pounds (with or without assistance). This position also may require long periods of standing up and walking.