

## **Christ Community Church Job Description**

### **Job Title: High School Coordinator**

**POSITION PURPOSE:** The High School coordinator will assist the Sr. High School Coordinator in the leading of the student ministry at Christ Community Church (CCC). More specifically, this candidate will co-lead the mission to High School students at CCC. This includes service alongside other CCC staff, fellows, volunteers, and parents to disciple our covenant high school students as well as pursue outreach to the students of Williamson Co. in the love of Christ.

**Direct Report:** Sr. High School Coordinator

**Supervises:** Student Ministry Interns

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### **POSITION OUTCOMES/EXPECTATIONS:**

#### **Leadership:**

- I. Partner with the Sr. High School Coordinator and other senior staff to incorporate the High School ministry with the mission and vision of the church.
- II. Play a major role in actively recruiting, training, nurturing and maintaining healthy relationships with teams of adult leaders, parents, fellows, and Student ministry staff.
  - a. Assist in the leadership training of students, parents, and volunteer leaders
- III. Continued growth in the capacity to lead and serve in the student ministry within the local church.

#### **Relational:**

- I. Be intentional in your outreach to the Students of Williamson Co. and more, meeting them where they are cultivating strong relationships and engaging in evangelism sharing the truth of the Gospel and encouraging them in their relationship with Jesus Christ.
- II. Build trusting and life giving relationships with staff, students, parents, fellows and volunteers through activities such as: lunch/ dinner appointments, attendance of sporting events, home visits, bible studies, retreats etc...
- III. Partner with youth staff to assimilate families and teens regardless of their church or school affiliation and cultivate a welcoming environment for teens wherever they are in their faith journey.

#### **Administration:**

- I. Communicate regularly the activities of the student ministry to fellow student ministry staff, students, parents, volunteers, and stakeholders.
  - Including monthly newsletters, event recaps, and social media posts
- II. Assist in Management of the session approved budget
- III. Embrace and enhance systems in place for managing tasks, reporting contact work, and recording student involvement

#### **Programming:**

- I. Co-Lead in the planning and implementation of all High School Ministry efforts including:
  - Developing, planning, printing all High school ministry Communications
  - Planning, visioning, executing all High school ministry camps/mission trips/events
  - Executing all responsibilities associated with weekly High school ministry such as: discipleship groups, bible studies, Sunday school teaching, and special events.

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- II. Assist and support in the implementation of Middle school programming and general student ministry programs including but not limited to:
- Middle School Discipleship groups, Middle school events/ trips/ mission trips, Student leadership/ volunteer training, and management of summer interns.
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#### QUALIFICATIONS AND REQUIREMENTS:

##### **Experience and Skills**

- A bachelor's degree is required
- 1-3 years in ministry of ministry related activities preferred
- Passion for sharing the Gospel
- Must be a self-motivator with the ability to work effectively on a team
- Highly relational and approachable
- Must exemplify a love for (and skill with) all types of people
- Comfortable speaking in front of groups of people
- Understands current trends of American youth culture
- High level of administrative and organizational skills
- Able to serve effectively in a teamwork context as well as individually

##### **Requirements**

- Enthusiastic alignment with the Theology and Philosophy of Ministry of Christ Community as communicated in the hiring process
- All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, C3 Policies and Procedures Manual, and the Westminster Confession of Faith
- All employees must be evangelical Christians and be willing to become a member at Christ Community Church

*The statements and information included in this job description reflect the duties and responsibilities of this position but are not to be interpreted as all-inclusive or limiting the scope of the position.*

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Employee's Signature

Date

Supervisor's Signature

Date