

FEMALE ASSISTANT DIRECTOR OF STUDENTS

Pinewood Church of the North Florida Presbytery

www.pinewoodchurch.org

198 Knight Boxx Road, Middleburg, FL 32068

derek@pinewoodchurch.org

POSITION AND MINISTRY DESCRIPTION

GENERAL DESCRIPTION

Pinewood Church is a vibrant gospel-centered church and home to Warehouse Student Ministry. Pinewood has a long history of excellent youth ministry that values a love for the Gospel and discipling students. The **Female Assistant Director of Student Ministry** will be responsible to assist in all aspects of discipleship, programming, and administration of the Student Ministry department.

ACCOUNTABILITY

- Reports directly to the Director of Students
- Disciplined through one-on-one mentorship with a female member of Pinewood Church

MINIMUM QUALIFICATIONS

- Live as becomes a follower of Jesus Christ who seeks to live out gospel implications
- Embrace the centrality of the gospel for ministry and life
- Embrace reformed theology
- Passion for ministry to Middle and High School students
- Ability to disciple and build relationships, in particular with our female students
- Ability to assist in planning and executing student ministry events
- Desire to teach/lead students in various settings: discipleship group, small group, CREW meetings
- College degree or qualified experience preferred
- Strong administration and organization skills
- Capacity to work in a team or independently
- Aptitude in basic computer and social media skills

PRIMARY RESPONSIBILITIES

- *Leadership*
 - Assist in providing leadership to residents and volunteers of Warehouse Student Ministry
 - Provide assistance in the development and implementation of gospel-driven youth programs
 - Leading by example in all areas of life and ministry living out the Gospel in word and deed
 - Commitment to praying with and for students, student ministry, and Pinewood Church
- *Middle and High School Discipleship*
 - Primary focus of the job is personal, life on life, girl's discipleship from 6-12th grade
 - Discipling and developing female residents and female volunteer leaders
 - Assist in the creation, development and implementation of a gospel-driven discipleship program
 - Leading in girls middle school and/or high school discipleship groups, as well providing assistance with all girls groups
- *Missions, Outreach, Camps and Special Events*
 - Provide assistance in the creation, development and implementation of special events, service and outreach opportunities, missions trips, winter retreats, and summer camps
 - Recruit, train and help oversee volunteers leaders and residents for the implementation of special events, service and outreach opportunities, missions trips, winter retreats, and summer camps
- *CREW (Student Leadership)*
 - Assisting in the recruiting, development, training, and oversight of CREW student leadership
 - One on one discipleship of the female CREW leaders

- *Administration*
 - Assist in management and administration of the regular programs, special events, camps, mission trips, etc.
 - Provide mass and personal communication with parents, youth, and the church
 - Update and maintain Planning Center, Instagram, Facebook, etc.
 - Assist in managing the Warehouse calendar
 - Manage student tracking and attendance

WORK SCHEDULE

- Full-time, 40-50 hours per week
- Requires some evenings and weekends year-round
- Weekly Student Ministry and Church Staff meetings
- Weekly Meeting with the Director of Students

COMPENSATION PACKAGE

- As determined by the Session of Pinewood Church, a competitive salary and benefits package commensurate with experience will be provided

OBJECTIVES

- To be determined by the Director of Students, Executive Pastor, Session
- Objectives and their fulfillment to be reviewed regularly with the Director of Students

To apply, please send a copy of your resume to:
Derek Tinkey, Director of Students
derek@pinewoodchurch.org
198 Knight Boxx Road Middleburg, FL 32068

All applications will be kept in the strictest confidence.

THE PURPOSE AND MISSION OF PINEWOOD CHURCH

We seek to **DECLARE** and **DEMONSTRATE** the **GOSPEL** so that **ALL**
PEOPLE can **DISCOVER** and **DEVELOP** new life in **JESUS CHRIST**