



Job Description: Student Ministry Coordinator

Job Type: Full-Time (Salaried, 40+ hours required weekly)

Reports to: Director of Student Ministry

Specific Candidate: Female

Job Overview

The Student Ministry Coordinator will assist the Director of Student Ministry in leading students to gather for worship, connect in community, and serve others, to ultimately pursue our Church-wide mission of inviting every person into the life-changing story of Jesus.

Responsibilities

STUDENT RELATIONSHIPS

- Pursuing covenant students through relational ministry—meals, activities, and discipleship— in and out of school.
- Promoting Orangewood's mission by encouraging worship, connection, and service.
- Building meaningful relationships and a shared sense of belonging, fostering an environment where all feel valued.
- Discipling students by speaking truth with love and guiding them to glorify God in every aspect of life.
- Engaging with students on the Orangewood campus and partnering with the school in discipleship.
- Intentionally reaching covenant kids outside Orangewood School to ensure they feel connected to the broader church community.

LEADERSHIP

- Support the Director of Student Ministry in planning programs, events, and trips aligned with Orangewood's mission.
- Actively participating in staff meetings and church life.
- Help recruit and lead volunteers, share teaching responsibilities, and communicate with parents and students.
- Build relationships with parents, equipping them in discipleship, understanding that ministry to students also involves ministry to parents.
- Assist in short and long-term curriculum planning for student ministry.

ADMINISTRATIVE DUTIES

- Manage student records and attendance, coordinate camp and retreat logistics, and oversee volunteer coordination.
- Send out informative student and parent newsletters.
- Lead the summer internship program, including prayer partners, mentors, and host families.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree preferred with previous ministry experience working with students.
- A growing faith, commitment to Reformed theology, willing to teach the PCA's tenants, and a heart for students.
- Self-motivated, teachable, and humble.
- Strong communication skills, a willingness to learn new tools, and flexibility in scheduling.
- Ability and willingness to travel and drive church vehicles for retreats, camps, mission trips, etc. Proposed yearly trips (subject to change): 2 weekend spring retreats, 2 weeklong summer camps, and a weeklong mission trip.

Please send cover letter and resume to Davis Price, Director of Student Ministry: davis@orangewood.org

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