

# Trinity Church

## Assistant Director of Student Ministries Position Description 2020

### POSITION SUMMARY

To assist and support the Director of Student Ministries in building, leading and developing Trinity Student Ministries (TSM) in our vision of coming alive with Christ, growing in Christ, and changing the world with Christ.

Position Title: Assistant Director of Student Ministry

Classification: Part-time, salaried, hours negotiable

Accountable to: Director of Student Ministries/Executive Director

Education: A Bachelor's degree is preferred

Experience: Previous experience of volunteering with students is essential

### RESPONSIBILITIES

#### Leadership

- Model and teach students how to value and appropriately love others and live in community
- Create environments and experiences for students that are welcoming, fun, safe and culturally relevant
- Lead Wednesday night Middle School programming in conjunction with Director of Student Ministries

#### Team Management and Development

- Assist and equip parents in the spiritual formation of their kids
- Assist with the planning and implementation of parent meetings
- Assist with the recruiting, developing and appreciating volunteers
- Assist with the hiring, management and development of summer interns
- Attend staff functions as requested
- Attend weekly meeting with Director of Student Ministries

#### Communications

- Responsiveness to communication demands which arise through personal interaction, email, text and telephone contacts
- Consistently resource the Communications Director and Assistant with student ministry information for the web site, Face Book, and the worship folder
- Teach students in a Christ-centered manner that promotes worship, transformation, obedience and excitement about being a disciple that makes disciples
- Weekly email communication with both Middle School and High School Parents
- Weekly email communication with volunteers in order to communicate team responsibilities and teaching material for Wednesday night
- Manage, plan, and assist with TSM calendar

### Relational/Discipleship

- Regularly engage students on their turf outside of student ministry programs and encourage SM volunteer staff/paid staff to do the same
- Implement intentionally discipleship plans for the ministry
- Develop relationships with parents of students
- Lead at minimum one HS girl's small group
- Assist in the recruitment of HS small group leaders and their development

### Administration

- Effectively track spending for Student Ministries
- Submit receipts for Student Ministries church credit-card
- Work in conjunction with data entry staff to administer applications and background checks for all SM volunteers
- Assist in the development and implementation of safety and security procedures for SM in cooperation with the Director of Student Ministries, the church's safety and security team and SM elder

### Events/Retreats/Mission Trips

- Assist in the planning and delivery of Student Ministries HS & MS Retreats
- Assist in the planning and implementation of MS & HS mission trips
- Assist in the planning of HS & MS special events
- Assist in the creation of a SM calendar and promotional materials for HS & MS
- Serve on the Detroit Immersion Team representing and owning implementation for student ministries.