

Trinity Church

Position Title: Assistant Director of Student Ministries

Classification: Part time, 30 hours/wk

Accountable to: Student Ministries Director, and Director of Next Generation & Groups

Education: Bachelor's degree and Christian education preferred, previous experience of volunteering with students is essential

Experience: 1-2 years minimum youth ministry experience preferred

To assist and support the Director of Student Ministries in building, leading and developing Trinity Student Ministries (TSM) as it seeks to help middle school and high school students develop a vibrant and lifelong relationship with Jesus. To shepherd and disciple primarily our high school and middle school girls.

Reporting Relationships

- Works closely with the Student Ministry Director to carry out position responsibilities, especially those in areas related to the discipleship of middle and high school youth and parents.
- Works closely with other church staff, as needed, to carry out job functions.

Essential Job Functions and Responsibilities

This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition. Administrative experience requirements include proficiency in Microsoft Business Products (Word, Excel, Publisher, Outlook) and ability to organize and multi-task.

Specific responsibilities include:

Student Discipleship:

- Develop long term plans to facilitate support and discipleship of middle and high school students
- Provide parents with helpful resources, literature etc. on parenting and child-related issues and resources for parents in need
- Keep the congregation updated and involved in middle & high school programs
- Work closely with church staff to engage parents and youth in the worship and faith life of the church
- Create and maintain a yearly schedule for youth to participate in church services

- Teach in middle school and high school large group settings
- Serve as a small group leader or co-leader as determined by Director of Student Ministry

Events/Retreats/Mission Trips:

- Assist in the planning and delivery of Student Ministries high school & middle school retreats
- Assist in the planning and implementation of high school and middle school mission trips
- Assist in the planning of youth events
- Assist in the creation of a TSM calendar and promotional materials for high school and middle school students
- Serve on the Detroit Immersion Team representing and owning implementation for student ministries

Administrative Skills:

- Effectively maintain budget and track expenditures/transactions
- Support planning and coordination of programs and events, including registration, shopping, set up and clean up
- Learn Realm church database and its capabilities for student ministries
- Assist in the development and implementation of safety and security procedures for TSM in cooperation with the Director of Student Ministries, the church's safety and security team and TSM elder

Other REQUIREMENTS

- To be a committed Christian and to possess a strong desire and commitment to know Christ and follow him, living as becomes a follower of Jesus Christ in the world. (Phil. 1:27).
- To demonstrate a commitment to the personal study of Scripture, prayer, and worship through the life and ministry of the church.
- To witness to the love of God found in Jesus Christ in ALL times and in ALL places – understanding that students are observant both in church gatherings and in public places.
- Proven personal experience in ministering to students, demonstrating a heartfelt love for students, a desire for them to grasp and live the gospel of Jesus, and the necessary relational skills to communicate that good news.
- Proven experience in any/all of the following: building and leading teams, inviting and equipping volunteers, planning and organizational development.