



CHURCH OF THE SAVIOUR

Student Ministry Associate – Job Description

[Church of the Saviour](#) is a nondenominational Christ-centered church of approximately 1,500 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to penetrate the lives of people in our community (and beyond) to the glory of God. We take the Great Commission and the Great Commandment seriously, and actively support local outreach & global missions. We have personally experienced the Good News of Jesus Christ and now count it both an extreme privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things and know we are most fully alive and fulfilled when most fully glorifying the Lord.

The Student Ministry Associate will provide spiritual leadership to teens and college students by reflecting personally, and expressing relationally, God's love in a dynamic, loving, Bible-based student ministry setting. This position will also work closely with parents, student ministry volunteers, and student leaders to create a welcoming environment where young people can thrive and grow. As a member of church staff, the Student Ministry Associate will work alongside fellow staff members to pursue the church's mission, in keeping with our vision, mission, discipleship process, culture, and values.

The Student Ministry Associate works along the Student Ministry Director to lead, develop, and implement a middle school (grades 6 to 8), high school (grades 9 to 12), and college ministry that purposely guides all students toward a growing relationship with Jesus Christ. He or she will shepherd and oversee student ministry volunteers, student leaders, and students involved in the ministry.

This Student Ministry Associate position supports, works closely with, and reports directly to the Student Director. This ministry position is full-time, exempt, requires 45 to 55 hours per week, and will include but is not limited to the following essential job functions in conjunction with the Student Ministry Director:

Primary Responsibilities

- **Shepherd students in grades 6 to 12, and those in college, in the context of the Church of the Saviour's mission.**
 - Plan and lead weekly Sunday and mid-week meetings, mission trips, retreats, and other special events.
 - Provide regular one-on-one and small group discipleship with students.
 - Prepare and teach gospel-centered lessons to a diverse audience that are biblical and relevant.
 - Share the gospel with students who do not know Jesus – model this to all as a life-passion.
 - Raise up and develop student leaders within the ministry.
 - Be comfortable leading games and emceeding student ministry events.
- **Provide training and leadership for the Student Ministry Team of adult volunteers who work with youth and college students.**
 - Recruit, connect with, develop, coach, train, and care for servant volunteer leaders.
 - Plan and facilitate regular Student Ministry Team gatherings.

- Train volunteers in child protection, including Church of the Saviour's Child Safety Policy and Pennsylvania's Child Protective Services Laws.
- **Minister to families who have teenagers and/or college students.**
 - Build relationships with parents and counsel as needed.
 - Provide parenting resources and direction to families.
 - Attend seminars on teenage and college issues.
- **Minister to the local community and beyond.**
 - Build relationships in the community.
 - Partner with key people in Wayne and the surrounding communities (e.g., school officials, coaches, etc.).
 - Build a presence on local college campuses (e.g., Villanova, Eastern, Cabrini, etc.).
 - Partner with parachurch college ministries (e.g., Cru, IVF, YL, COO, etc.).
- **Communicate and coordinate.**
 - Communicate regularly with parents, students, and Student Ministry Team volunteers via weekly email, webpage, and social media, as needed.
 - Work closely with staff and lay colleagues to ensure the student ministry is complementing and not competing with other ministries.
 - Assist in the development of long-range plans and goals, and coordinate routine administrative details.
 - Adhere to the Student Ministry Budget.
 - Delegate tasks to volunteers as appropriate.
 - Shepherd and develop summer interns.
- **Partner with other church leaders and staff to create a humble, team-based environment committed to excellence which brings glory to God.**

Core Competencies and Values

- A passion to love God, love others, and serve the world.
- A person of integrity, authenticity, transparency marked by humility, and a servant's heart.
- A Spirit-led believer, growing in personal sanctification, and motivated to increase in fruitfulness.
- A compassionate person who seeks to empathize and understand the hearts of others.
- Demonstrated passion to shepherd students with a proven ability to communicate biblically and relevantly with both church and un-church students.
- Able to model, motivate, lead, and train others in Christian maturity.
- A heart for international students – eager to minister in the ever-diversifying suburban Main Line setting.
- Passion for reaching the nations and making this an integral part of the discipleship process.
- Collaborates well in groups by valuing people, affirming diverse gifts, and compromising appropriately.
- Works well with individuals by giving and receiving feedback constructively and resolves conflict effectively.
- Demonstrates commitment to the Church of the Saviour mission, discipleship process, values, and team culture.
- A fun-loving person with the energy and passion to minister to students.
- Demonstrates passion for going above and beyond expectations; a go-getter with the ability to multi-task.
- Is a leader of leaders – develops volunteers, lay leaders, and student leaders effectively.
- Displays flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment.

Qualifications

- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication and written skills.
- A minimum two to three years of experience in a relevant field either as a staff member or an accomplished volunteer with lots of responsibility.
- Bachelor's degree required; relevant field of study preferred (Education, Bible, or Youth Ministry). M.Div. from a strongly evangelical seminary ideal.
- Humble, hungry, and smart (i.e., EQ).
- Strong computer proficiency, specifically in Microsoft Office 365, Outlook, Word, Excel, and PowerPoint.
- Prior experience leading and developing student and adult volunteer leaders.
- Experience working in a multicultural environment preferred.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- An ability and readiness to be an active member of Church of the Saviour through things like community group participation and tithing.

Schedule: Monday to Friday, Sunday

Average Hours/Week: 45 to 55

Status: Full Time, Exempt

Location: Church of the Saviour – Wayne, PA

Reports To: Student Ministry Director

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.