

First Presbyterian Church  
Rochelle, IL

**DIRECTOR OF STUDENT MINISTRIES AND MISSIONS CONNECTIONS  
JOB DESCRIPTION**

The Mission of First Presbyterian Church of Rochelle:

To "go and make disciples of all people"...

- inviting persons into a saving relationship with Christ,
- building persons into the image of Christ,
- sending persons into service for Christ.

We will strive to achieve our mission by adhering to the following philosophies:

- Build on a focus of prayer.
- Focus on a Christ-centered ministry.
- Practice a team approach.
- Maintain a safe, affirming environment.
- Be integrated into the worship and mission of the church.
- Utilize impact events.
- Keep it relational.

**STUDENT MINISTRIES**

Focus: To help our congregation, through training and coordinating volunteers, parents, and lay leaders, to provide a ministry for middle school, high school, and college students which results in young people who have a personal relationship with Christ, are grounded in their faith and demonstrate it through their lives of service.

Responsibilities:

- I. Develop, grow and care for the Bible study program for middle school, high school and college students
  - A. Recruit teachers and staff
  - B. Provide teacher training and ongoing support
  - C. Develop a plan to coordinate and evaluate the ministry
  - D. Determine curriculum in consultation with CE Commission
  - E. Oversee classroom assignment and set-up needs
  
- II. Plan and build weekly or bi-weekly group ministries for middle school, high school and college students
  - A. Develop plan for group ministries specific to each level of students with CE Commission, parents (middle and high school students) and youth
  - B. Include a "faith factor" along with group building and fun events
  - C. Involve congregation members in all levels of student ministries

- III. Plan and coordinate other vital student ministries
  - A. Confirmation: With Senior Pastor plan and assist in teaching Confirmation Class
  - B. Impact events: plan and lead annual or bi-annual impact events including Go and Serve (high school), Great Escape (middle school), and Winter Xtremes
  - C. Service and Mission: organize regular service projects for students of all levels
  
- IV. Develop a plan of communication with students, parents of middle and high school students and outreach beyond the church
  - A. Set a tone of openness and accessibility
  - B. Utilize social media, church app, website, newsletter, office hours, and relationships to communicate events and get input
  - C. Develop a plan for outreach to inactive students and unchurched
  - D. Schedule volunteer meetings/trainings as needed
  
- V. Give focus to discipling and integrating students into church life
  - A. Develop and implement a plan for accountability groups
  - B. Develop plan for leadership development, including participation in student ministries planning
  - C. In conjunction with Senior Pastor develop and implement a plan for regular student involvement in worship

### MISSIONS CONNECTIONS

Focus: To help our congregation members grow in their faith by learning, experiencing, and practicing discipleship in all areas of ministry. This growth will be encouraged through the development of a Small Groups ministry and Missions Connections outreach.

#### Responsibilities:

- I. Develop and grow the Small Groups ministry for congregation
  - A. In conjunction with Commissions, develop a plan to identify topics of interest for new/continuing small groups
  - B. Market small groups to the congregation via newsletter, website, mobile app, social media and one-on-one contacts
  - C. Recruit, teach, and equip leaders for small groups
  - D. Monitor groups and assist leaders as necessary
  - E. Meet with group leaders on a regular basis
  - F. Evaluate small groups on an ongoing basis
  
- II. Connect to and encourage congregational participation in local mission opportunities
  - A. Identify current opportunities in the Rochelle area and help connect volunteers to those opportunities
  - B. Identify new mission opportunities as they arise
  - C. As a part of this effort, this position will be the staff liaison to the Deacons and to the Thrift Shop Coordinator

- III. Connect to and encourage congregational participation in national and international missions
  - A. Identify opportunities for participation in national and international missions
  - B. Assist lay leaders in the planning and coordination of mission trips, as interest is identified
  
- IV. Assist in efforts to increase the connections between members of our church
  - A. Be intentional about building relationships with the congregation
  - B. In coordination with the Director of Christian Education, Session Commissions, and Deacons assist in the promotion and coordination of church-wide events

#### OTHER RESPONSIBILITIES

- I. After consultation with the Senior Pastor, identify worship leadership opportunities
  
- II. In conjunction with the Senior Pastor, identify a special project to be completed. Such project should be one to allow for spiritual growth as well as professional skill development.
  
- III. Give care for personal, spiritual and professional growth
  - A. Establish personal/professional goals annually (submitted to Personnel Committee)
  - B. Maintain a life pattern of prayer, worship, scripture study, and personal integrity
  - C. Participate in training event(s) for spiritual renewal and professional growth (consulting with Senior Pastor, CE/Witness Commissions and Personnel Committees)
  
- IV. Complete general administrative requirements
  - A. Maintain set office hours in the church office in coordination with the Senior Pastor
  - B. Meetings
    - 1. Attend regular staff, Deacons and CE/Witness Commission meetings
    - 2. Meet regularly with Senior Pastor for ongoing supervision and general program guidance
    - 3. Coordinate planning with the Director of Christian Education for events and activities as appropriate
  - C. Order, organize, and maintain an adequate volume of supplies
  - D. Communicate regularly with the congregation through the church app, newsletter, and website

#### E. Reports

1. Develop annual goals for student ministries and missions connections and submit them to CE/Witness Commissions and Session
2. Submit a monthly report to CE/Witness Commissions and Session which includes highlights and activities
3. Assist in preparation of annual reporting required by Presbytery

The position of Director of Student Ministries and Missions Connections is a full-time position, earning an annual salary paid bi-weekly. The position description will be reviewed at least annually between the Director and the Personnel Committee assigned member, before annual budget work begins. The salary will be reviewed annually and approved by the Session prior to final preparation of annual budget. The Director Of Student Ministries and Missions Connections will be under the supervision of the Senior Pastor and the Session.

#### **Qualifications**

- Vital relationship with Jesus Christ as Lord and Savior
- Spiritual maturity and high moral and ethical conduct
- Heart for sharing the gospel
- Teachable, servant's heart; team builder and team player
- A degree or background in areas of ministry focus
- Ability to relate to teens and young adults and be able to teach them about Christ
- A sense of call and a passion for working with teens and team members – able to inspire
- Friendly, enthusiastic, and flexible team approach while working with teens, parents, staff members
- An understanding of adolescent development and skill level
- Willingness to seek out teens, sharing their joys and concerns, and challenging their spiritual growth. Minister to their needs and make appropriate care referrals when necessary
- Ability to recruit, train, organize and motivate volunteers for various ministries
- Experience leading small groups
- Desire to encourage multi-generational fellowship
- Experience leading short-term mission trips (preferred)
- Participation in short-term mission trips
- Spiritual gifts including but not limited to leadership, administration, and teaching
- Shares the vision, philosophy of ministry, and commitments of First Presbyterian Church
- Strong written and verbal communication skills
- Good organizational, teaching, administration and computer/technology skills
- Flexibility of approach to ministry in rapidly changing environment