



First Presbyterian Church
Bakersfield, California
Position Description

Position Title: Director of Student Ministry

(rev. 02/2018)

(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)

Basic Foundation:

The Director of Student Ministries serves as the primary staff person responsible for the Senior High and College Ministries. Working in conjunction with the Discipleship Committee and the Family Ministry Team, the Director is tasked to implement and ensure ongoing facilitation of a ministry plan to ensure the Sr. High and College Ministries are equipped to “Know Christ, Love One Another and Bless the World.”

Nature and Scope of Responsibilities:

This person will be responsible for the Sr. High & College ministry. Additionally, this position will serve as a bridge between Jr. High and the Adult ministries as directed by the Discipleship Committee. This position reports to the Pastor of Young Families and Discipleship.

The position is full-time with an expectation of regular office hours, including hours on Saturday and Sunday as required to support ministry-related activities and to participate in the life of First Pres. The Director will attend scheduled staff meetings and Discipleship Committee meetings.

Major Accountabilities:

1. Prepare and teach Sr. High & College Lessons.
2. Coordinate Sr. High & College program and other fellowship opportunities.
3. Perform office duties including, but not limited to: creating fliers and mailers; planning and coordinating events; facilities and projects; and other administrative functions.
4. Coordinate camp, retreats and special events for Sr. High & College ministries.
5. Participate in strategic activities with Jr. High and Adult ministries.
6. Train and equip ministry volunteer team members.
7. Other duties to be assigned.

Responsibilities:

1. Sr. High Ministry 60%

With ministry team

- a.) Teach and supervise Sunday evening program and curriculum.
- b.) Plan and run midweek small groups and other fellowship opportunities.
- c.) High School mission experience.
- d.) Oversee regular activities; camp, retreats, outreaches, etc.



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- e.) Oversee publicity for events, including monthly calendar and fliers.
 - f.) Quarterly parent meetings and regular communication with parents.
 - g.) Train and equip ministry volunteer team members.
 - h.) Relational time with students outside of scheduled programs.
- 2. College Ministry 25%**
With ministry team
- a.) Plan and run midweek small groups and other fellowship opportunities.
 - b.) Oversee regular activities; retreats, outreaches, etc.
 - c.) Oversee publicity for events, including monthly calendar and fliers.
 - d.) Train and equip ministry volunteer team members.
 - e.) Relational time with students outside of scheduled programs.
- 3. Jr. High Ministry 5%**
With ministry team
- a.) Work hand-in-hand with Director of Jr. High Ministries enhancing the ministry with teenage students.
 - b.) Strategically participate in programs as agreed upon with the Director of Jr. High Ministries.
 - c.) Assist in training and resourcing volunteers.
- 4. General Staff Responsibilities 10%**
- a.) Assist in worship services when called upon.
 - b.) Staff meetings and retreats.
 - c.) Discipleship Committee meetings.
 - d.) Design and lead annual youth Sunday.
 - e.) Creation and oversight of the student ministry budget and active involvement in financial accountability.
 - f.) Turn in reports for our newsletter, Session and Discipleship Committee.

Qualifications:

1. College bachelor's degree or equivalent.
2. Three years of youth ministry experience.
3. Clear sense of call to youth ministry.
4. Awareness of child development (ages and stages of development).
5. Agreement with Confessions of Faith and the essential tenants of the Evangelical Presbyterian Church.
6. To become a member of First Presbyterian Church, Bakersfield, California.

Other:

The working environment will be divided between an office setting and in the field (interactions at schools); some physical activity will be necessary for tasks such as event set-up and participation in outreach events or mission trips.

For more information, please email or send a cover letter and resume to info@fpchurch.com or visit our website at www.fpbchurch.com.