



Director of Student Ministry Logistics

Position Summary:

The Director of Student Ministry Logistics provides the infrastructure and logistical planning necessary for ministry to students at First Presbyterian Church. As the leader of student ministry volunteers, the Director recruits and develops volunteers.

Reports to:

Executive Director of Operations for all matters related to ministry operations, including, but not limited to personnel policies/procedures, financial accountability, stewardship of student ministry's buildings and grounds

Pastor of Student Ministry for all matters related to ministry and ministry programming.

FLSA Status:

Exempt, salaried
40 hours per week (full time)

QUALIFICATIONS

Spiritual Qualifications:

- Evidence of a faithful and growing relationship with Jesus
- Agreement with the Essentials of the Evangelical Presbyterian Church
- Agreement with the mission, vision, and values of First Presbyterian Church

Educational/Experiential Qualifications:

- Minimum Bachelor's degree
- Excellent written and oral communication skills
- Proficiency in use of computer and software applications. Includes but not limited to: Adobe InDesign, Apple programs, Microsoft Office Programs, Mail Chimp)
- Demonstrated ability to lead teams or small groups independently

Personal Qualifications:

- Relationship-oriented
- Able to work under tight deadlines
- Pleasant, caring spirit and voice
- Peaceful demeanor
- Team player

RESPONSIBILITIES (Including but not limited to)

Volunteer Development:

- Recruits and screens adult volunteers to assist with ministry programming
 - Organizes and implements volunteer leadership events, such as open house, orientation, etc.
 - Utilizes MinistrySafe software for volunteer screening and abuse awareness training
 - Ensures that all volunteers are appropriately trained on FPC Safe Ministry policy
 - Event-specific volunteers and long-term volunteers
- Organizes and implements ongoing volunteer leadership training
 - Maintains documentation of training
 - Complies with FPC standards and policies related to safety and security
- Plans, organizes, and implements key events
 - Includes but not limited to Leadership Retreat
 - Ensures that the Crossing is hospitable and aesthetically appealing to students, parents, and volunteers

Student Ministry Support:

- Provides leadership for student ministry in scheduling, designing, and producing communication materials (in print, online, and social media) that are aesthetically pleasing, effective, and align with FPC standards for communication
- Plans and coordinates technical resources for key student activities, programs, and experiences (retreats, trips, etc.)
 - Works collaboratively with FPC Administrative Assistant in scheduling and procurement of technical resources
- Coordinates communication, registration, payment, release forms, and accounting for major activities and experiences
 - Collaborates with FPC Administrative Assistants and Director of Finance as appropriate
 - Assures that release forms are consistent with FPC policy and procedures
- Communicates clearly, winsomely, and in a timely fashion with students, parents and adult volunteers
- Creates and implements an annual timeline to ensure that logistics for key events are scheduled and executed according to the student calendar and church calendar
- Maintain up-to-date accurate records in ShelbyNext (church database system) for students and families regarding contact information, attendance, and events. Collaborates with Administrative Assistants as necessary.
- Drafts and maintains Student Ministry policies and procedures
 - Assures that Student Ministry policies and procedures align with global FPC policies and procedures
 - Presents Student Ministry policies and procedures to EDO for approval (EDO gains final approval from Personnel & Policy Ministry Team)

Pastoral Support:

- Maintains the Pastor of Student Ministry's calendar including:
 - Counseling appointments
 - Assisting with worship
 - Meetings and presentations
 - Other events
- Attends meetings with Pastor of Student Ministry as a scribe and resource
- Attends weekly staff meetings and youth staff meetings

Relationships with FPC Staff, FPC Ministry Teams, and FPC Leadership:

- Works collaboratively with other members of the FPC staff to achieve the overall mission and vision of FPC.
- As is appropriate for ministry within Christ's church, exhibits healthy communication strategies with other staff members.
- Acknowledges and demonstrates that student ministry is a part of the overall ministry of FPC, and actively works to align student ministry with the overarching mission and vision of FPC.

Other Responsibilities:

- Other duties as assigned by Pastor of Student Ministry

Interested candidates should send their resume to: Jimmy Latham – jimmyl@fpcrome.org