



## **DIRECTOR OF STUDENT MINISTRIES AND CHURCH OPERATIONS**

### **Conditions of employment:**

- Full-time, salaried position
- Medical care through Wellspring DPC
- Two weeks of paid vacation and one week of study leave

### **Primary Function:**

This position exists to serve the youth of Valley Hope Church and help implement some of the administrative needs of our church. This position is primarily responsible for the spiritual leadership and development of specific ministries for middle and high school students and for the execution of operational needs.

### **Responsibilities:**

#### Student Ministries-

- Invest time and effort into developing discipling relationships with students in the Swannanoa Valley, primarily with the youth of Valley Hope Church, but also with youth in the Valley (at the Black Mountain Home and youth in both WyldLife and Young Life and Owen Middle and High Schools and other local schools)
- Lead regular gatherings for our middle and high school aged students
- Create and develop a long-term youth ministry strategy with guidance of the Youth Team
- Train and equip volunteers in our church to disciple students

#### Operations-

- Oversee church-wide admin like social media, weekly emails, website upkeep, slides
- Implement church app
- Keep member info/directory and lists up-to-date
- Oversee Sunday morning logistics (working with Anthony, Liturgical Arts, Tech & Worship Teams)
- Oversee building use and maintenance (working with Deacons and Building Team)
- Facilitate coordination and communication between VHC Teams
- Maintain calendar

#### General-

- Participate in regular staff meetings.
- Attend a minimum of six session meetings per year.
- Attend church-wide functions including Sunday worship services.

**Qualifications:**

- Proven commitment to know and follow Jesus Christ inwardly and outwardly.
- Committed to the personal study of Scripture, prayer, and worship
- Walks as an Ambassador for Jesus Christ at ALL times and in ALL places – understanding that students are very observant, both in church gatherings and in public places
- Experienced 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
- Experienced in building and leading teams, recruiting and equipping volunteers, planning and organizing a model for year-round ministry.
- Enjoys working with and developing a relationship with students, has a sense of humor and knows how to be approachable
- Administratively- gifted in completing tasks and staying organized
- Comfortable with technology, websites and social media or willing and able to learn
- Bachelor's degree required

**Accountability:**

- Supervised by the Director of Discipleship and the session of Valley Hope.
- Will work with the guidance of the Youth Team and Anthony
- Responsible for overseeing, facilitating and advancing the discipleship of students in Valley Hope.
- Responsible for some of the operational needs of VHC
- Participates in annual evaluation with the Personnel Committee

**If you are interested in applying for this position, please send your resume with a cover letter by November 31, 2021 to [AmyCBerry@gmail.com](mailto:AmyCBerry@gmail.com) with copy to [Stephens.randye@gmail.com](mailto:Stephens.randye@gmail.com).**