



## Director of Student Ministry

OPEN

**Position Type:** Exempt  
**Category:** Regular, Full-time position  
**Classification:** D  
**Reports to:** Director of Discipleship

### Ministry Objective

To lead, oversee, and manage the Student Ministry team as they seek to connect youth to God, each other, and the Church, preparing them with sustainable faith, and sending them out to use their gifts in God's kingdom.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### PASTORAL RESPONSIBILITIES

If Deacon or Elder in the UM Church:

- Preach, lead worship, and preside over sacraments as assigned
- Participate in Emergency/Pastor on Call Ministry and serve as pastor on call as assigned or needed
- Provide pastoral support to lay leadership, partners, and members of the community
- Lead special services (including, but not limited to) in-the-field worship services, project-dedication prayers, funerals, weddings, prayer, and healing services
- Represent BUMC in the community, district, and/or annual conference as sent by Supervisor or Senior Pastor
- Serve in Clergy responsibilities per the *UMC Book of Discipline* in the Church and Tennessee Annual Conference

### DEPARTMENT LEADERSHIP

- Provide vision, supervision and development of the Student Ministry department and staff
- Prayerfully discern, with staff and laity team, the core values, mission, and vision statements
- Work with the Student Ministry L3 (Loving, Learning, Leading) Team to develop a yearly strategic plan and budget recommendations, providing spiritual guidance and direction for the team
- Encourage and empower students and volunteers by recruiting, equipping, building relationships, and offering discipleship & service opportunities
- Serve as liaison between ministry teams
- Pray daily for this church, the Church of Jesus Christ, its people, its needs, and its faithfulness

### DEPARTMENT MANAGEMENT

- Track revenue and expenses throughout events/program lifecycles providing documentation to administrative staff ensuring that expenses do not exceed allocated budget. Responsible for annual budget planning, approval of purchases, and fundraising requests.
- Oversee the Student Ministry calendar
- Collaborate with all BUMC ministry departments to coordinate ministry to student and parents
- Partner with all BUMC administration departments (e.g., Finance, Facilities, Communications, Human Resources & Operations.) as required to ensure proper processes, guidelines and procedures are followed by all staff and laity
- Communicate with participants and volunteers regarding programs and ministries
- Attend regular departmental and all staff meetings

## MINISTRY RESPONSIBILITIES

### Discipleship & Leadership

- Leads the Student Ministry team in planning Sunday night programming and is a part of the lead teaching team
- Oversee Sunday School – recruit, coordinate, and train volunteers, develop or find curriculum that is theologically appropriate and age-appropriate, and implement the creative vision for Sunday morning discipleship
- Identify, adapt, develop, and provide resources for student’s personal spiritual growth
- Work with Student Ministry team to ensure smooth transition between middle school and high school ministries and discipleship opportunities
- Guide transition of 5<sup>th</sup> grade students to Student Ministry in collaboration with Middle School Director & Children’s Ministry department
- Create and teach studies aimed at helping students make the next step in their faith development to include, but not limited to, Sunday School, Sunday night programming, and Bible studies
- Lead and/or assist with planning for events and trips (e.g., Breakthru, mission trips, Sonshine Choir Tour) to include, but not limited to, program development, worship leadership, and logistical planning
- Create opportunities for spiritual growth outside the walls of the church, including but not limited to, Bible studies in homes, morning devotional groups, and campus ministry opportunities

### Volunteer Management

- Recruit and train ministry leaders for areas assigned providing resources and tools needed in a timely manner
- Effectively communicate with volunteers on a regular basis
- Build in recognition, celebration and thanks to teams and volunteers

### Relational and Community Outreach

- Establish and maintain a ministry where students feel valued, accepted, and a part of a larger community of Christ
- Liaison to the community regarding student ministry
- Attend school activities, sporting events, plays, concerts, school lunch times, etc. supporting BUMC students and friends
- Participate in existing campus ministries (e.g. FCA, Youth Life) in which BUMC students are involved
- Assist students in the formation of new campus ministries when applicable
- Pursue ministry with a “missionary mindset,” seeking to be where they are and take the Good News of Jesus to the streets
- Build relationships with parents of students fostering trust and involvement in student ministry
- Coordinate events/activities for high school students (e.g. Senior Cookout, Senior Celebration)
- Care for students and families in pastoral care situations
- Seek out ways to build relationships with students throughout the year

## ADMINISTRATIVE RESPONSIBILITIES

- Oversees the Student Ministry calendar
- Manages Student Ministry communications

**Competencies**

- Deeply rooted in Christ and growing spiritually through personal habits and disciplines
- Passionate about discipling middle & high school students in their faith walk
- Ability to communicate with persons of all levels of maturity and status
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Excellent verbal and written communication that inspire others to participate in the work of student ministry
- Able to work efficiently and effectively in a team environment (as well as independently) exhibiting flexibility when needed
- Ability to delegate and empower staff, students, and adult volunteers
- Strong organizational, administrative, and leadership skills

**Education and Experience Requirements**

- Bachelor's degree in ministry, religion, or another related field required
- Advanced seminary degree or youth ministry training/certification required
- Five (5) to seven (7) years of youth ministry or Christian education preferred
- Three (3) to five (5) years of experience in a medium to large church setting with ability to navigate dynamics of a large organizational church structure
- Understanding and knowledge of Wesleyan theology and United Methodist faith traditions
- Experience recruiting, training, coordinating, and empowering volunteers

**Supervisory Responsibility**

This position supervises, leads, and directs the Student Ministry Team by assigning projects, training, coaching, providing development opportunities, approving timesheets, and conducting performance reviews.

**Work Environment**

This job operates mainly in a professional office environment but can work outside as ministry activities require. Noise level can be high during student activities. This role routinely uses standard office equipment.

**Physical Demands**

While performing the duties of this job, the employee will be in an office environment as well as out in the community. While in the office, position is sedentary. While in the community and on trips & retreats, the position is required to be actively participate in student ministry activities, events, and trips to include, but not limited to, recreational games, outdoor activities, and participate in walking tours. Employee is required to talk, hear, stand, walk, bend, stoop, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

**Expected Hours of Work**

Days and hours of work are Sunday - Thursday, 40 hours per week. Position requires additional hours during certain events, retreats, trips, and other projects. Evening and weekend work is required.

**Travel**

In-town travel is primarily local during the business day. This position is required to participate in evening meetings, weekend retreats, and week-long mission trips and choir tours as scheduled by student ministry.

*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 personnel so classified.*