



## Job Description and Qualifications

---

Job Title:	<b>Director of High School Ministries</b>
Department:	High School
Classification:	Salaried, Exempt (not eligible for overtime)
Position Schedule:	Full-time; Sunday through Thursday
Reports To:	Executive Pastor
Supervises:	Volunteers
Last Revised:	July 2020

---

### **PURPOSE**

Work in collaboration with the staff, leaders and parents to develop, coordinate and administer an integrated, comprehensive and effective High school program.

### **PRIMARY DUTIES**

- Lead high school gatherings on Sunday evenings.
- Develop, coordinate or lead a variety of activities for high school students, including worship/preaching, outreach events, service and discipleship opportunities that align with the goals of the church while modeling biblical priorities.
- Recruit, train and motivate adult volunteers for leadership in the student ministries programs.
- Help plan, develop and implement all aspects of a relevant student ministry program.
- Plan, coordinate and lead camps, retreats, conferences and mission trips.
- Work with the student ministries administrative assistant to ensure ministry information is up to date.
- Communicate with students and parents on a regular basis to develop relationships.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree required; preferably in a ministry or related field.
- Previous experience working with students in a church setting required.
- Previous experience or demonstrated ability to teach/preach, plan events and relate to others (in group and one-on-one settings).

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Understands and embraces the mission and vision of Chapel Hill Church and agreement with the EPC Essentials of the Faith ([epc.org/about/beliefs](http://epc.org/about/beliefs)).
- A growing relationship with Christ, through study and accountability.
- Understands the principle of adoption ministry, when ministering to students and their families.
- Self-motivated, teachable, a great problem solver, and has a positive overall attitude.
- Excellent interpersonal and communication skills with students and adults.
- Administrative skills for managing email, appointments, planning events, and multi-tasking.
- Creative and willing to think outside the box.
- High emotional intelligence.
- Ability to plan for the future, measure and evaluate for results.
- Flexibility in work hours based on special events.

---

**All employees are required to pass a criminal background check prior to start of employment.**

*All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.*