

Job Description

Position:	Assistant Director in Student Ministries
Position Status:	Full time, with benefits
Supervisor:	Student Ministries Pastor
Position Schedule:	The schedule for this week will fluctuate, based on ministry events and needs. There will be evening and weekend programming, and also a balance of regular time off.

Position Summary: This position is responsible for oversight and leadership of some aspects of our Student Ministry (SM) department, which ministers to middle school and high school students. This position is critical for the development of Christ centered environments and student training and equipping in ministry. Diversity is a core value and should be evident. Since we work closely in team, engagement and inclusion in overall ministry development is expected.

Responsibilities

Ministry

- Assist in all program planning and execution: Mid-week, weekend services and Growth Groups
- Develop methods and strategies to care for and disciple students
- Provide Spiritual nurture to students through Biblical instruction, guidance and positive role modeling
- Provide counseling and spiritual direction to students on an individual basis
- Assist in recruiting adult leaders to ensure quality ministry, student discipleship and effective use of resources.
 - Engage, equip and empower adult leaders to work with students and own ministry
 - Assist with appreciation and care for adult leaders
- Continue to grow spiritually, personally, and in ministry according to personal development
- Share ownership of the ministry with staff: appropriate delegation of tasks, inclusion in vision of ministry, inclusion in event and retreat ideas and planning, and communication about student/leader issues
- Assist in planning and executing all SM events, retreats, mission trips and camps.
- Utilize Planning Center Online to track student attendance and involvement in events and small groups.
- Develop relationships with parents and communicate regularly.

Creative Content Producer

- Develop creative communications for our current media platforms (Instagram, facebook, vimeo, youtube, website, etc.)
- Assist in developing a media communication strategy and execution plan.
- Create pre-event/activity support- themes, graphics, announcement slides and video
- Create methods for the story of SM to be shared
 - Post event/activity pictures, testimonies

Staff

- Participate in monthly staff devotions
- Attend SM weekly meetings - planning, student/leader care, look back, look ahead
- Connect monthly for accountability and development
- Utilize and maintain cross departmental relationships

Competencies

- **Communication** - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Coaching** - Providing timely guidance and feedback to help others strengthen specific knowledge/ skill areas needed to accomplish a task or solve a problem.
- **Diversity** - interacts with all kinds and classes of people equitably

- **Continuous Learning** - Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
- **Initiating Action** - Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
- **Planning & Organizing** - Establishing courses of action for self and others to ensure that work is completed efficiently.
- **Persuasiveness** - Using appropriate interpersonal styles and communication methods to gain acceptance of a concept.
- **Creativity** - develops new and unique ideas
- **Managing Conflict** - Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

Required Qualifications

- Have a personal relationship with Jesus Christ
- Model spiritual leadership and lifestyle consistent with the beliefs of ACAC
- Bachelor degree and/or additional education in related field
- Excellent people skills - can balance the administrative and the relational
- A love for people and a heart for discipleship
- Desire to work in a team environment - yet be able to work independently, deal with conflict and relationship building

Preferred Qualifications

- The ability to lead worship.
- Multiple or advanced degree(s)

Organizational Requirements

- Must indicate agreement with the Christian and Missionary Alliance (CMA) Statement of Faith during the interview process and must sign the Christian and Missionary Alliance (CMA) Statement of Faith within one week of the start date.
- Must become a regularly participating member of ACAC within nine months of their start date.

Physical Requirements

- Sitting, standing, walking, and occasionally climbing stairs are typical activities in this role.
- Talking (expressing or exchanging ideas by means of the spoken word) and hearing (perceiving the nature of sounds) are required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- This position will require some heavy lifting, up to 25 lbs, of needed sound and lighting equipment.