



# JOB DESCRIPTION

**1. General Job Title:** Minister of Students; Youth, and College

**4. Original Date:** June 5, 2022

**2. Unit:** Full Time Exempt

**3. Department:** Ministerial Staff

**5. Revised Date:** August 11, 2022

**6. Basic Function and Scope of Responsibilities:** The Minister of Students will oversee, lead, enlist, develop, promote, coordinate, maintain, and grow all student related ministries (College and Youth). This position will be responsible for creating and implementing a yearly plan of action that details how the principal responsibilities outlined herein will be met. The Pastor must approve and sign-off on the plan of action at the beginning of each church year.

**7. Principal Responsibilities:**

**Percentage of Time**

Youth Ministry

70%

- Provide direction and leadership for a balanced youth program including recruiting, training, and maintaining volunteers and overseeing any Youth Interns.
- Oversee and direct a balanced youth ministry that includes but is not limited to: three ongoing weekly programs (Sunday Morning life groups, Youth focused worship service, Weekday or off campus Discipleship programs), one monthly youth activity (fellowships, mission projects, etc.), and one large total youth program each quarter (examples: Fall – Retreats, Spring – Disciple Now, Summer – Mission trips, Camp, Youth VBS).
- Develop and maintain a balanced ministry to the parents of students.
- Develop a systematic approach towards outreach – identify and contact prospects and visitors. Maintain an updated database of students and parents and their involvement in the ministry.
- Develop and maintain ongoing communications to students and their parents including but not limited to website, digital and social media, print media, newsletters, bulletin boards, and email lists.

College Ministry

20%

- Provide direction and leadership for a balanced ministry to college age students, including recruiting, training, and maintaining volunteers.
- Oversee and direct a balanced college ministry that includes but is not limited to four areas of ministry: (1) Life groups or community groups (2) outreach to college prospects, (3) integration of college students into the overall church program and ministry, and (4) developing discipleship.
- Develop and oversee college mission activities.

Other

10%

- Support the Pastor in counseling; visiting in homes, hospitals and nursing homes; and performing weddings and funerals.

- Support the Pastor as needed in weekly worship events and activities.
- Serve as staff advisor to various teams and committees as needed.
- Fully supportive of the vision, direction, and leadership of the Church body, including but not limited to the Pastor, Associate Pastor and elected lay church leaders.
- Perform other job-related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **8. Job Requirements.**

A bachelor's degree from an accredited college or university is required. Some post-graduate or seminary study with a specialization in student ministry is not required but would be a benefit. Three – five years of experience serving on a church staff as a student minister; minister to youth or college, paid student intern or any combination wherein would be beneficial. Criminal background check is required. Other requirements as assigned by the Student Ministry Parent team or Student Minister search team as deemed necessary can be added at time of search.

### **9. Authority:**

#### **Financial Authority**

The Minister of Students has responsible oversight of the youth ministry budget, and the college ministry budget.

### **10. Describe the impact of not carrying out or committing errors in the principal responsibilities of this position**

The goals set forth in this job description as set by the Personnel Committee are in the best interest of the entire church body. The time allocations and the job duties prescribed are prioritized, time-restricted, realistic, and achievable. Performance standards not achieved or neglected will result in the Minister of Student being brought before the Personnel Committee for review, disciplinary action, and/or termination.

### **11. Supervisory Responsibility:**

Job Titles directly reporting to this position: Youth Interns

Job Titles indirectly reporting to this position:

### **12. Reporting Relationship:**

The Minister of Students reports directly to the Pastor

<b>Approved by (Pastor):</b>	<b>Approved by Personnel:</b>	<b>Employee Classification:</b>  Ministerial Staff
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The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. The Personnel Committee of First Baptist Church of Blowing Rock reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the church.

I have read, understand, and agree to the goals, job duties and the consequences of not properly carrying out the job duties as stated the above listed job description:

Witness:

Signature of Witness \_\_\_\_\_

Name of Witness (Please Print) \_\_\_\_\_

Church Employee:

Signature of Church Employee \_\_\_\_\_

Name of Church Employee (Please Print) \_\_\_\_\_

**Salary Package Range;** 55,000. - 65,000. Depending on experience and education  
3 weeks' vacation a year.

**Start Date.**

**Package Exceptions.**