

# OAKHILLS C H U R C H

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**  
**Unity:** We seek to promote unity in the Body of Christ  
**Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.  
**Family:** We embrace the family as the core teaching and discipling center.  
**Inclusivity:** We invite all people to belong to Christ’s community regardless.  
**Every Believer a Minister:** We view every believer as a minister.  
**Prayer:** We seek God in all decisions through prayer.  
**Neighborhood:** We organize our efforts around neighborhoods.

<b>Job Title:</b>	<b>Student Minister</b>	<b>Status:</b>	Full-Time
<b>Department:</b>	Campus Life	<b>FLSA:</b>	N/A
<b>Reports to:</b>	Family Minister	<b>Job Class:</b>	Professional
<b>Direct Reports:</b>	Student Ministry Directors, Ministry Assistant, Student Ministry Interns and Volunteers	<b>Minister Designation:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Work Week:</b>	Weekend Services through Thursday	<b>Driving:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- I. **Job Summary:** Serves as the point spiritual and visionary leader for Student Ministry at Oak Hills Church (OHC). Develops, implements and fosters a thriving culture and ministry to students and their parents. Exercises direct supervision over staff and voluntary personnel.
- II. **Primary Duties and Responsibilities:**
  1. Executes OHC Student Ministry Plan in order to build a strong growing ministry to Middle School and High School students and their families.
  2. Leads and develops a healthy staff team by promoting a culture of collaboration, ownership, empowerment, accountability and fun.
  3. Serves as the primary teacher, trainer, and lead communicator for the Student Ministry; including High School weekend experiences, large-group student gatherings, small groups, and events for parents and leaders.
  4. Creates an inviting culture where students want to bring their friends to weekly worship gatherings.
  5. Recruits, trains, evaluates, and cultivates teams of adult and student volunteer leaders.
  6. Builds and maintains quality relationships with students and parents through ministry involvement, community involvement, weekly communication, encouragement, responsiveness, and support.
  7. Builds a Student Ministry that is highly intentional about equipping parents and partnering with them to make the family the primary environment for faith formation.
  8. Manages and participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
  9. Ensures the effectiveness of all systems necessary for sustaining a thriving ministry, including database, calendar, communication, student follow-up processes and child protection policies.
  10. Develops and executes events including, but not limited to camps, retreats, local serve projects, mission trips, etc.
  11. Leads students to participate in the larger life of the campus beyond the Student Ministry.
  12. Performs pastoral ministry duties such as weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.

13. Attends assigned staff meetings, trainings, and events, solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development to direct report.
14. Other duties and responsibilities as assigned.

**III. Minimum Qualifications:**

1. Bachelor's degree from an accredited university or college. Graduate degree in Ministry, Biblical Studies or related field. preferred.
2. Five (5) years of student ministry leadership experience in a medium to large church context.
3. Experience can substitute for education.
4. Valid Texas 'C' Driver's License (only if needed).

**IV. Knowledge and Abilities:**

1. Knowledge of Christian biblical foundation and principles.
2. Knowledge of adolescent spiritual development.
3. Knowledge of relational intelligence, grace and cross-cultural sensitivity.
4. Knowledge of personal/project management principles, administration practices, organization techniques, and methodologies.
5. Knowledge of budget development, expense tracking/reporting and administration.
6. Knowledge of computer office applications and equipment.
7. Knowledge of English grammar and vocabulary.
8. Ability to develop leaders and team members for effective ministry.
9. Ability to build and promote a team culture through relational collaboration and motivating team members.
10. Ability to work independently with limited supervision.
11. Ability to plan, organize projects and prepare detailed reports and presentations.
12. Ability to use computers and a variety of software applications.
13. Ability to communicate clearly and effectively through both verbal and written means using English grammar and vocabulary.
14. Ability to establish and maintain healthy working relationships with staff, volunteers, members, and guests
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

**V. Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**VI. OHC Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ where you work, live and play.
5. Attend Life with Oak Hills and become an OHC member within three (3) months of employment.

6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.
7. Consistently model the Staff Behavioral Values:
  - A. We Abide in Christ First
  - B. We Are Better Together
  - C. We Give the Gift of Trust
  - D. We Commit to Truth in Love
  - E. We Are All In
  - F. We Pursue a Biblical Approach to Life and Work

**REVISED: December 2019**