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.

Job Title: Student Ministry Director
Status: Part-Time (29 Hours)
Department: Student Ministry
FLSA: N/A
Reports to: Lead Minister
Job Class: Professional
Supervises: Volunteer leaders
Minister: ☒ YES ☐ NO
Driving: ☒ YES ☐ NO

I. Job Summary: This role serves the Oak Hills Church (OHC) Fredericksburg Campus by implementing the OHC Ministry Plan with families, with an emphasis on High School & Junior High Students, and is directly responsible for recruiting and equipping volunteer leaders to facilitate healthy ministry.

II. Primary Duties and Responsibilities:
1. Champion the OHC Family Value and cast vision to the Campus for investing in families through active discipleship and equipping.
2. Lead by example, motivate through encouragement, aiding in recruiting and equipping volunteers and parents to implement the Student (Middle/High School) ministry plan.
3. Develop, implement and evaluate weekly Campus programming and events such as worship gatherings, small groups, and serving opportunities.
4. Collaborate with other ministry leaders to implement Church-wide ministry strategies and events to reinforce young adult discipleship and faith development.
   a. Provide feedback for evaluating, choosing and training for Students curriculum.
   b. Partner with Children’s Ministry Director to assist: 1) Family Milestones Celebrations; 2) Summer Backyard Bible Clubs (SBBC); and, 3) Manos de Cristo – Global Outreach Project.
   c. Implement student initiatives: 1) Retreats; 2) Camps, 3) Local & Global Outreach.
5. Oversee and ensure that all Student Ministry staff and volunteer applications are screened and processed in a timely manner including background checks, recruitment/interview process, initial and ongoing training.
6. Engage the community and the schools providing an opportunity for students to be leaders on their campus and in the community.
7. Provide service opportunities for students to serve in the community and neighborhood.
8. Other duties and responsibilities as assigned.

III. Minimum Qualifications:
1. Three (3) to five (5) years of Student ministry leadership experience (preferably both).
2. Bachelor’s degree in Ministry, Biblical Studies or related field.
3. Experience can substitute for education.
4. Current Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment)
IV. Knowledge and Abilities
1. Knowledge and understanding of adolescent learning and development stages.
2. Knowledge and ability in personal/ project management principles, administration practices, organization techniques, and methodologies.
3. Knowledge and experience with budget development, expense tracking/reporting and administration.
4. Knowledge in relational intelligence, grace and cross cultural sensitivity.
5. Knowledge of computer office applications and equipment.
7. Ability to work independently with limited supervision.
8. Ability to develop leaders and team members for effective ministry.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to build and promote a team culture through relational collaboration and motivating team members.
11. Ability to establish and maintain effective working relationships.
12. Ability to plan, organize projects and prepare detailed reports and presentations.
13. Ability to use computers and a variety of software applications.

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 growing in your personal relationship with Jesus Christ.
2. Actively practice personal spiritual disciplines and lead with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with Community Life Teams to encourage families to engage in NH Ministry.

Revised: April 2019