

OAKHILLS C H U R C H

- Our Mission:** *We are disciples who make disciples by guiding all people to follow Jesus moment by moment.*
- Our Vision:** *We envision a community of disciples courageously engaging the culture with the hope of Jesus where we live, work, learn, and play.*
- Our Values:**
- God Dependent:** We live fully surrendered to the guidance of the Holy Spirit.*
 - Persistent Prayer:** Prayer fuels our relationship with God and aligns us to his will.*
 - Authentic Love:** Jesus authentically loved all people and we will too.*
 - Family Focus:** We partner with families to raise the next generation of Jesus followers.*
 - Biblical Community:** We encourage one another through intentional relationships where everyone is known and loved.*
 - Radical Generosity:** Everything we are and everything we have is devoted to serving God and serving others.*

Job Title:	Student Ministry Director	Status:	Full-Time
Department:	Campus Life – Student Ministry	FLSA:	N/A
Reports to:	Student Minister	Job Class:	Professional
Supervises:	Volunteer Leaders	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- I. Job Summary:** This role assists the Student Minister by implementing the Student Ministry Plan at Oak Hills Church (OHC) with an emphasis on High School and Junior High students and parents. This position is directly responsible for recruiting and equipping volunteer leaders and teams to facilitate healthy ministry. Exercises direct supervision of volunteer leaders.
- II. Primary Duties and Responsibilities:**
1. Implements OHC Mission, Vision and Strategy. Champions the Family Focus OHC value and casts vision to the Campus for investing in families through active discipleship and equipping.
 2. Leads by example, motivates through encouragement, and recruits and equips volunteers and parents to implement the Student Ministry plan with an emphasis on small groups, leadership development and leader care.
 3. Develops, implements and evaluates weekly programming and events such as worship gatherings, small groups, and serve opportunities.
 4. Oversees and implements Church-wide ministry strategies and events to reinforce student discipleship and faith development.
 5. Assists Student Minister with evaluating, selecting, and training Students’ curriculum.
 6. Partners with Children’s Ministry to implement: 1) Family Milestones Celebrations; 2) summer Recess clubs; and 3) Operation Christmas Child – Global Outreach Project.
 7. Plans, develops and implements initiatives such as 1) Retreats; 2) Camps, and 3) Local and Global Outreach events.
 8. Oversees and ensures that all Student Ministry volunteer applicants are screened and processed in a timely manner including complete application, reference, background checks, interview summary, Ministry Safe training, and applicable ministry addendum.
 9. Attends assigned staff meetings, solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development to direct report.
 10. Assists in developing the budget in coordination. Submit receipts for process on a timely basis.
 11. Assists with weekend services and pastoral ministry duties such as baptisms, hospital visits, counseling and prayer as needed.
 12. Other duties and responsibilities as assigned.

Student Ministry Director *(continued)*

III. Minimum Qualifications:

1. Bachelor's degree from an accredited college or university. Ministry, Biblical Studies or related field preferred.
2. Three (3) years of student ministry leadership experience.
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 of adolescent learning and development stages.
2. Knowledge of personal/project management principles, administration practices, organization techniques, and methodologies.
3. Knowledge of budget development, expense tracking/reporting and administration.
4. Knowledge of relational intelligence, grace and cross-cultural sensitivity.
5. Knowledge of computer office applications and equipment.
6. Knowledge of English grammar and vocabulary.
7. Ability to work independently with limited supervision.
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 plan, organize projects and prepare detailed reports and presentations.
11. Ability to use computers and a variety of software applications.
12. Ability to communicate clearly and effectively through both verbal and written means.
13. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
14. 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 we live, work, learn and play.
5. Attend Life OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

REVISED: September 2020