



The Alamo Ranch Campus upon successfully launching to independence will be renamed Outer West Community Church. In anticipation, job descriptions will reflect the Mission, Vision, and Values of the Outer West Community Church.

- Our Mission:** *We exist to draw people closer to Jesus Christ and each other.*
- Our Vision:** *We are a diverse Christ-Centered Family who loves people, enables life changes, and serve the community both here and beyond.*
- Our Values:** *God First: We see God's purpose through prayer and scripture.  
Community: We live in compassionate community where everyone belongs.  
Diversity: We embrace diversity and unity found within the Body of Christ.  
Service: We passionately serve our church, our city, and beyond.  
All-In: We are all-in this together.*

<b>Job Title:</b>	<b>Student and Young Adult Director</b>	<b>Status:</b>	Part-Time (29 hrs)
<b>Department:</b>	Next Gen	<b>FLSA:</b>	N/A
<b>Reports to:</b>	Executive Pastor	<b>Job Class:</b>	Professional
<b>Direct Reports:</b>	Volunteers	<b>Minister Designation:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Work Week:</b>	Sunday through Thursday	<b>Driving:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- I. **Job Summary:** To support the mission of Outer West Community Church (OWCC) by developing and implementing a strategic ministry plan and discipleship pathway for all students grades 6<sup>th</sup> through 12<sup>th</sup>, college, and young adults.
- II. **Primary Duties and Responsibilities:**
1. Casts vision for Student Ministry and champions students through active discipleship.
  2. Leads with Christlikeness and motivates with encouragement.
  3. Develops, implements, and evaluates weekly programming and events such as worship gatherings, curriculum, small groups, and serving opportunities.
  4. Recruits, trains, empowers, and schedules qualified and committed volunteer teams. Ensures volunteer onboarding procedures are adhered to.
  5. Oversees and expands assimilation and promotions between grade levels and life seasons.
  6. Organizes and has an active presence at student events, outreach activities, camps, and gatherings.
  7. Engages in the community by partnering with area schools and agencies to develop effective outreach opportunities.
  8. Cultivates healthy relationships and communication with parents.
  9. Organizes and leads young adult life groups. Encourages, equips, and empowers young adults to expand the ministry.
  10. 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.
  11. Assists with pastoral care ministry duties as well as counseling, weddings, funerals, baptisms, teaching and communion.
  12. Leads and attends appropriate staff and department meetings.
  13. Other duties and responsibilities as assigned.

### **III. 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 our mission, vision, and strategy.
4. Actively engaged in our mission to be Christ where you work, live and play.
5. Attend Discover Oak Hills and become a member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

### **IV. Minimum Qualifications:**

1. Bachelor's degree from an accredited college or university. Ministry training or Christian education preferred.
2. Two (2) years of leading student or young adult ministries in a paid or volunteer capacity.
3. Experience can be substituted for education.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment)

### **V. Knowledge and Abilities:**

1. Knowledge of God's Word and Christian biblical foundation and principals.
2. Knowledge in strategic thinking and planning.
3. Knowledge of personal project management principles, administration practices, organization techniques, and methodologies.
4. Knowledge of Planning Center Online, ProPresenter, Mac, Office, and Google applications and equipment.
5. Knowledge of principals of supervision, training, and performance management.
6. Knowledge of relational intelligence, grace, and cross-cultural sensitivity.
7. Knowledge of budget development, expense tracking/reporting, and administration.
8. Ability to be empathetic and gracious in all interactions.
9. Ability to display relational and emotional intelligence that builds trusted credibility.
10. Ability to develop leaders and team members for effective ministry.
11. Ability to make wise decisions through the consistent display of integrity and discernment.
12. Ability to establish and maintain healthy working relationships with staff, volunteers, members, and guests.
13. Ability to consistently complete assigned tasks with excellence and limited supervision.
14. Ability to perform all the intellectual and analytical requirements of the position including decision making.

### **Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 10 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.