



Student Ministry Director

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for coordinating and implementing programming for college, high school, and middle school students. Director will specialize in specific areas of ministry based upon gender.

DEPARTMENT

Next Generation -
Student Ministry

REPORTS TO

Student and
College/Young Adult
Minister

DIRECT REPORTS

Volunteer Leaders

WORK WEEK

Sunday - Thursday

HOURS PER WEEK

40

FLSA

N/A

JOB CLASS

Professional

MINISTER DESIGNATION

Yes

DRIVING REQUIRED

Yes

PRIMARY DUTIES AND RESPONSIBILITIES

1. Champions the OHC Family value and casts vision for investing in the next generation through active discipleship and equipping.
2. Works closely with ministry leader to develop programming that helps college, high school, and middle school students.
3. Recruits and trains volunteers for college, high school, and middle school ministry. Ensures all volunteer screening is completed in a timely manner prior to scheduling volunteers.
4. Coordinates and facilitates weekly services such as volunteer assignments, worship, dinner, facility/room set-up, and teaching.
5. Assists in the development of programming for college, high school, and middle school students.
6. Partners with OHC's Local and Global Outreach Ministry in serve projects.
7. Provides positive collaboration and serves as a strong team builder in support of all ministry events.
8. Maintains new person information cards and responds to database connections and communications.
9. Attends and participates in departmental and staff meetings as required.
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. Other duties and responsibilities as assigned.

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through personal spiritual practices.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited university or college. Preferably in Ministry, Biblical Studies or related field.
2. Two (2) years of experience working in student ministry.
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)

KNOWLEDGE AND ABILITIES

1. Knowledge of biblical theology and church ministry philosophies.
2. Knowledge of adolescent learning and development stages.
3. Knowledge of personal/project management principles, administration practices, organization techniques, and methodologies.
4. Knowledge of budget development, expense tracking/reporting and administration.
5. Knowledge of relational intelligence, grace and cross-cultural sensitivity.
6. Knowledge of computer office applications and equipment.
7. Knowledge of English grammar and vocabulary.
8. Ability to work independently with limited supervision.
9. Ability to develop leaders and team members for effective ministry.
10. Ability to build and promote a team culture through relational collaboration and motivating team members.
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.
14. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT 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.

REVISED: SEPTEMBER 2023