

## JOB DESCRIPTION

TITLE: Student Ministry Coordinator  
CATEGORY: Full-time  
DEPARTMENT: Next Generation  
REPORTS TO: Student Ministries Pastor  
DATE: January 2019

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### JOB SUMMARY

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Operational leader for student ministry, the day to day nitty-gritty of the job. Its working through the dream team under the student ministry pastor. Putting plans to action and into the dream team's hands.

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### ESSENTIAL FUNCTIONS

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#### *Events/Momentum Seasons*

- Help plan, delegate and execute through the team

#### *Creative elements in worship, service, and small groups*

- Ice breakers, games, memorable moments through the team

#### *Marketing*

- Promo videos, clothing, social media through the team

#### *Leader recruitment*

- Assist in adding leaders to the ministry

#### *Small groups*

- Meeting with group leaders to get feedback to help evaluate and refine
- Adjusting groups and reallocating leaders as needed
- Assist in training and development

#### *Track & Evaluate – 5 result areas*

- Weekend service Growth & Momentum time periods
- Volunteer Teams
- Small Groups
- Budgets
- Camps

#### *On boarding the dream team*

- Reaching out to the new candidate and helping them take the necessary steps
- Primary in placing them on team
  - Identify Strength area – This happens in our assimilation process to team
  - Have New member “Job Shadow” – they should “shadow” at least twice.

- Evaluation from Trainer after they have done the job – Feedback (twice closely)
- Continual training & feedback while on the job
- Promote – Stay- Go (movement)
- Doing 30 day follow up with new team member to see how their experience has gone.

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## JOB REQUIREMENTS

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### *Time Requirements*

- Some of the weekly hours will need to be around service
- Meeting with team to put plans into action into play
- Be present to evaluate and refine
- They need to periodical observe the service to be able to assess and refine the experience and refine the small group time
- Also, around service time they might need to be working at their desk, meetings and things of that nature.
  - Monday – off
  - Tuesday – 8am – 4:30pm
  - Wednesday – 12pm – 9pm
  - Thursday – 8am – 4:30pm
  - Friday – 8am – 4:30pm
  - Saturday and Sunday – 8 hours

**Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.**