

Student Ministry Coordinator - Job Description

General Description

The Student Ministry Coordinator (SMC) will support the Student Director, ensuring the effectiveness, efficiency, and success of logistics, connections, and administration as it applies to the vision of LH Students. This person will serve as the primary leader of the LH Students Middle School ministry. This versatile role will require strong organizational skills, verbal and interpersonal communication skills, proficient formal written communication, and a solid ability to multitask.

Essential Job Functions

1. In support of the Student Director, champion the implementation of the overall student ministry vision by ensuring that all LH Students events carry out the mission of LH Church, "reach the lost and make disciples."
2. Develop message content based on provided ministry curriculum for Middle School Gathering.
3. Create an environment within the middle school ministry that connects with students, builds a healthy community, and challenges them to grow as disciples.
4. Build, oversee, and provide primary leadership to a team of volunteer leaders for Middle School Gatherings
 - a. Spend time evaluating, developing, and communicating with LH Students leaders and identifying their next steps.
5. Implement and maintain a communication channel for keeping families informed of all things ministry specific and church-wide.
6. Communicate all necessary information and leadership development opportunities to LH Students Leaders and follow up from Leader meetings as directed by the Student Director.
7. Actively following up with every student that fills out a connection card from an LH Students Event utilizing Planning Center Online.
8. Coordinate ordering and preparation of all supplies for Thursday Night Middle School Gatherings
9. Partner with families and students by attending community/extracurricular events (games, recitals, etc.)
10. Ensure that the systems and structures in place for LH Church are used to help students take their next step.
11. Partner with LH Kids Director to ensure an effective transition for students from 5th to 6th grade.
12. Provide support and be available for any needs associated with Student Gatherings, First Thursdays, Student Serve Days, Sunday Gatherings, and other activities.
13. Assist in coordinating the expansion and visibility of student ministry, focusing on the Sunday service experience and community partnership.
14. Connect with middle schools and parachurch ministries to enable students to participate in student events.
15. Assist in managing the LH Students ministry calendar and working with the Student Director to plan timelines.
16. Perform other duties as assigned.

Education and Experience

The ideal candidate has a passion for teaching middle and high school students about Jesus. They should also have experience working with students, preferably in middle school, for at least two years. This successful individual possesses a working knowledge of Microsoft Office, data management software, and other related applications operated in a Mac environment.

Compensation

This is a full-time position (40 hours per week) compensated based on experience.