



## Student Ministry Resident *Job Description*

DEPARTMENT: Student Ministry  
REPORTS TO: Pastor of Student Ministry  
FLSA STATUS: Non-Exempt  
EMPLOYEE  
STATUS: Regular Part-Time  
WORK HOURS: 20 Hours  
SCHEDULE: Varied  
APPROVED BY: Church Administrator  
DATE: April 21, 2023

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Summary and Purpose:**

As part of the Student Ministry Team, Student Ministry Resident will work together to support, assist, and contribute to the overall vision of the Pastor of Student Ministry. The Student Ministry Resident will serve students, volunteer leaders, and parents in all manners of discipleship helping students and leaders to grow and deepen in their relationship with Jesus.

### **General Expectation:**

As a training ground for full-time vocational ministry, this position has a length of service of two years from the date of hire and may be extended to three years at the discretion of the Pastor of Student Ministry. The term of service may also be adjusted to coincide with a school/ministry year calendar (August-June).

### **Key Areas of Responsibility:**

1. To partner with the Pastor of Student Ministry in planning and executing regular meetings and ministry programs, including Wednesday evenings, Sunday mornings, camps/retreats, and special events.
2. To develop and maintain Student Ministry programs in harmony with the Grace Evangelical Free Church mission, vision, and values.
3. In conjunction with the Pastor of Student Ministry, provide leadership for Sunday School by planning and maintaining a teaching rotation giving consistent feedback to teachers and core group leaders, and structuring Sunday School to efficiently use the allotted time.
4. To regularly teach or support the teaching of Sunday School and mid-week gatherings.
5. To periodically plan and coordinate the leader meetings before our mid-week gathering.
6. To disciple and provide leadership for core group leaders.
7. To disciple, counsel, and encourage students and/or their parents as needs arise and time allows.
8. To attend weekly Student Ministry staff meetings.
9. To partner with Christian clubs on local school campuses to encourage and equip students to engage and evangelize their campus.

**Qualifications, Skills & Abilities:**

1. Solid assurance of salvation through faith in Jesus Christ.
2. Agree with and support the statement of faith and position on issues of the Grace Evangelical Free Church.
3. Strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others.
4. Desire to serve the body of Christ with any gifts, abilities, and talents that God has given you.
5. Must have an attitude of being faithful, available, and teachable.
6. Agree with and support the vision, philosophy and direction of the Pastor of Student Ministry, as well as that of Grace Evangelical Free Church and its leadership.
7. Demonstrate a level of maturity consistent with Scripture and the specific leadership responsibilities.

**Faith and Membership:**

1. To be a member or willing to become a member of Grace Evangelical Free Church, affirming the membership covenant.
2. To regularly attend Sunday worship services at Grace Evangelical Church.
3. To be involved in some form of accountability relationship (i.e., Grace Group).
4. To be growing in the grace and knowledge of the Lord Jesus Christ through the prayer and the Word of God.
5. To seek to be Spirit-led and Spirit-empowered in every area of life and ministry.

**Education and/or Experience**

A bachelor’s degree with 2-4 years of experience directly related to the duties and responsibilities is preferred. In lieu of the above is in the process of obtaining a degree in a ministry, Christian education, or Bible related discipline.

**Language skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, as well as procedure manuals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instruction furnished in written, oral, or diagram form.

**Certificates, Licenses, Registration**

Current State of California Driver’s License

**Working Conditions:**

The duties of this job will require the employee to be in good physical health. Work will include participation in active games both indoor and out, walking and hiking, office work that will require sitting, and the ability to lift 20 lbs.

Administrator Approval		
Printed Name	Signature	Date

Employee Acceptance		
Printed Name	Signature	Date

