

## Northview Students Pastor/Director Job Description

**Category:** Campus Staff

**Purpose of the job:** The Northview Students Pastor/Dir's primary responsibility is to lead, manage and develop ministry to 5th/6th grade, Middle School, and High School students at their assigned campus. This position requires weekend hours. This is an exempt full-time salary position and reports to the Campus Pastor.

### **Essential Responsibilities:**

Gives Ministry Away

Provides oversight to Middle School and High School small groups

Provides oversight to Middle School and High School Ministry special events, retreats, Northview Family Framework events and classes

Develops curriculum as needed in collaboration with the student team

Oversees the 5th/6th grade ministry at the campus

Attends all campus Student Ministry meetings

Provides pastoral care and guidance to students and parents

Identifies and develops leaders in students and adults

Recruits, trains, leads, and motivates high school volunteers

Takes the initiative in building relationships, conducting regular informational/training sessions, and showing appreciation to volunteers

Implement a culture that embraces the values, purposes and directions of Student Ministries

Pursues regular contact and relationship building with students and their parents

Ensures safety of students by identifying and implementing appropriate risk management and training practices

Coordinates with outreach to plan giving and serving opportunities within Northview Students

Improves personal and professional skills by seeking and participating in learning opportunities

Officiates weddings and funerals as needed

Provides pastoral care, counseling, and guidance as needed

Networks with other churches for ideas and community

Assists in baptisms or service hosting at the campus as needed

Attends scheduled staff meetings

Checks and responds to email, voicemail, and calls within 24 hours

Performs related duties as assigned by supervisor

Open to pursuing ordination, if not already ordained

**Supervisory Responsibilities:** This position does not directly supervise staff; however, it does work with volunteers and must have an understanding that volunteers are key to the ministry of the church. The employee must have a heart to recruit, train, equip and support volunteers in fulfilling their roles.

This job description was an attempt to list all normal job activities. There may be additional duties and responsibilities required by the employee not listed on this description.

**Minimum Qualifications:** Bachelor's degree, plus three to five years of related experience; or equivalent combination of education and experience. Related experience includes leading middle school and high school students, as well as teaching and leading volunteers. Employees with the above education and experience should be able to perform the job details satisfactorily within 6 months of being with the church.

This position requires a strong commitment towards the cultural values and a clear understanding of one's identity in Christ. Must have an ability to read, analyze, and interpret the Bible and other biblical references. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write sermons using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to parents and students.

**Confidentiality:** This position regularly handles confidential information such as church attendee information, family meetings, volunteer background information and medical information. It is always expected to keep this confidential.