



## GRACE PRESBYTERIAN CHURCH POSITION DESCRIPTION

### STUDENT MINISTRY COORDINATOR

<b>Effective Date:</b>	April 2026
<b>Title:</b>	Student Ministry Coordinator (Female)
<b>Classification:</b>	Full-Time, Exempt
<b>Regular Hours:</b>	Five days a week (including Sundays, some Saturdays, and some evenings)
<b>Benefits:</b>	As indicated in the Staff Handbook

#### General Purpose:

This position is designed to assist the Director of Student Ministry in the development of students from Junior to Senior High. This includes ensuring a smooth transition from children's to student ministry as well as graduating students to the college ministry. This position has a particular emphasis on female discipleship/spiritual formation as well as coordinating event logistics, shepherding students, and training volunteer leaders.

#### Key Goals and Objectives:

1. Help the Director of Student Ministry carry out a vision of relational discipleship with all 7<sup>th</sup> through 12<sup>th</sup> grade students (particularly females)
2. Assist with all ministry functions and tasks set by the Director of Student Ministry
3. Assist in planning and overseeing retreats, missions trips, and events
4. Recruit, train, and encourage high quality leaders to help lead the ministry
5. Help oversee Sunday School, Youth Group, and Connect Groups by implementing a strong team of Sunday School teachers and Sunday evening leaders, finding good resources for connect groups and discipleship
6. Assist in caring for and tracking students, ensuring they are connected with, encouraged, and drawn in
7. Partner with students, ministries, and schools in the effort of reaching students who are not connected to a church

#### Reporting Relationships:

**Position Reports to:** Director of Student Ministry

#### Key Technical and Professional Skills:

- Imitates Christ as a humble, servant leader, maintaining a healthy balance of life and ministry
- Has strong relational skills and capacity; hospitable and warm in nature
- Has strong administrative, coordinating, and delegating abilities
- Has quality communication skills
- Is discerning in recruiting strong and healthy volunteers to disciple, train, and teach students
- Is concerned about the church as a whole and is actively seeking to promote the direction and unity of the church, including our doctrine and vision
- Is self-motivated and able to take initiative for intentional planning and carrying out goals
- Is able to provide Biblical counsel to students, parents, and leaders through hardships and issues
- Is able to coordinate with and support parents in their task of discipling their children
- Is able to go on and help lead retreats, road-trips, missions trips, and camps
- Supports the doctrine and direction of Grace Presbyterian Church (GPC) (<https://www.gracepres.org/who>)
- Needs to be or become (if not currently attending GPC) a healthy and active member of GPC