

St. Mark Lutheran Church
4475 Henry St.
Norton Shores, MI 49441
231-798-2197

Job Title: Director of Student Ministry

Status/Work Schedule: Part-Time- ~24 hours per week, including evening and weekend hours.

Reports To: Pastor

Job Description: In partnership with the Pastor, the Director of Student Ministry focuses on the ministry of congregation members from Nursery School to 12th grade & their families. The Director will be responsible for student ministry program development, coordination, and implementation. The successful Director of Student Ministry will promote and engage with the church's youth and family members as they grow in their faith and understanding of our Lord.

Basic Qualifications:

- Two years of college or professional training
- Former experience with education and/or Youth Ministry strongly preferred.
- Fully committed to Christ as Savior and Lord.
- Passionate about Student/Family Ministry and overall ministry of St. Mark Lutheran Church.
- The ability to provide leadership and effectively communicate with others.
- Works well with adults, young people, and children.
- Flexible, dependable, creative, and excellent organization skills.
- Willing to gain additional knowledge and skills in order to improve the ministry.
- The ability to work well in a team setting along with the Student Ministries team, Pastor, other staff, and volunteers.
- Works within the overall mission/vision of the church
- A member of an LCMS (Lutheran Church Missouri Synod) church or willing to become a member of St. Mark Lutheran Church and actively engaged in worship and congregational life.

Additional Responsibilities:

- Directly reports to the Pastor with additional accountability to St. Mark's Student Ministry Team, Elders, and the Church Council.
- Pray for the volunteers and the families attending St. Mark Lutheran Church.
- Provide leadership and coordination of all programs involving students and families in partnership with the Student Ministry Team, ministry staff, and the Church Council. This includes Nursery, Sunday school, W.O.W., and Junior High/High School Youth Group.
- Recruit and train volunteers in conjunction with Student Ministry Team.

- Conduct background checks and interview all new volunteers serving within the programs.
- Provide resources for instruction, choosing and distributing curriculum and developing plans for student ministry programs.
- Plan facility use and schedule help as needed for set up for programs/classes
- Develop, distribute and support Student Ministry Policies and Procedures
- On Sunday mornings, greet volunteers and families, and assist where needed.
- Provide leadership on Wednesday night W.O.W. programming for programs including children ages Pre K-8th.
- Work with, build relationships with, and minister to families of our young children when possible. Seek to welcome and incorporate new young families into the life of the church.
- Connect with and support local public and Christian schools and other community organizations as an outreach strategy.
- Attend ongoing training and meetings when necessary.
- Attend weekly staff meetings and Church Council meetings when needed.
- Assist with planning an annual budget and administer the expenditures related to student ministry.
- Evaluate the effectiveness of the Student Ministry.
- Provide leadership for yearly Christmas program.
- Participate and share an active role in the Student Ministries Team.
- Seek, develop, and implement an effective vision and mission for the Student Ministry of St. Mark Lutheran Church, making sure it aligns with the overall mission of the church.
- Assist Pastor with children's messages as the need arises for students in worship.
- Plan, create, and execute special events (3-4 per year) focusing on connecting with and reaching out to children and young families in the summer and also school breaks (spring break, winter break). Examples: craft day, family movie night, water fun day, etc.
- Partner with other LCMS sister congregations for student ministry opportunities such as partnered VBS, summer programs, or other opportunities.
- Collaborate with staff on social media content.
- Additional duties as needed

Approved By: _____ Date: _____
 Pastor

Approved By Council: _____ Date: _____
 Officer