



JOB DESCRIPTION

Student Ministry Coordinator

Name:
Supervisor: Next Gen Pastor
Interfaces with Families, Students, All Staff, Congregation, and Student Leaders.
Hiring basis: Part-Time (20-25 hrs)
Benefits: See the current Pathway Staff Handbook

PURPOSE AND PRIMARY RESPONSIBILITIES

The Student Ministries Coordinator will work in harmony with the Next Gen Pastor to fulfill the vision, values, and strategy of Pathway Church. The position is responsible for supporting the pastor in their ministry, assisting them in their daily responsibilities, and managing the Student Ministries' responsibilities.

PERSONAL SPIRITUAL RESPONSIBILITIES

- Consistently maintain an intimate and personal relationship with God
- Continually support Pathway Church and leadership in prayer and encouragement
- Regular involvement in a discipleship environment
- Honor God in this role with an attitude of servant leadership
- Be a regular participant in the life of Pathway Church and serve and participate in church events.

LEADERSHIP RESPONSIBILITIES

- Passionate about the Church's vision and disciplining people.
- Passionate about Students and the student ministry to expand the kingdom of God.
- Relative work experience and or a college degree is preferred.
- Able to work with highly confidential information and keep it private.
- An organized planner who can multitask in a deadline-intensive environment.
- Working knowledge of Microsoft Office 365. Ability to learn and use the Planning Center church management.
- Weekly check-in with Next Gen pastor for discipleship, growth, and future planning.
- The supervisor and self will complete quarterly performance evaluations within Bamboo.

POSITION TASKS

- Administer the details of the ministry.
- Maintain communication within the ministry.
- Handle requests for information or data.
- Lead a girl's small group.
- Speak occasionally to the student's large group.
- Lead and disciple students and student leaders.
- Resolve administrative problems or inquiries.

Initials _____



POSITION TASKS (Continued)

- Coordinate appointments and maintain the Pastor's calendar and ministry calendar.
- Prepare documents, letters, reports, and presentations.
- Perform regular administrative tasks such as sending emails, mailing letters or postcards, making copies, etc., or any other tasks the Next Gen Pastor assigns.
- Coordinate events and event planning, making travel arrangements for the ministry if needed.
- Maintain electronic and physical copy filing system.
- Maintain the Student Office and The Avenue Café supplies.
- Coordinate maintenance of equipment needs in student ministries.
- Any other duties, therefore, assigned by the Next Gen Pastor.
- Attend weekly all-staff meetings and all-staff prayer meetings every morning when schedule allows.

ESSENTIAL ATTRIBUTES

- Highly administrative with an eye for detail.
- Possesses strong character, wisdom, and discernment.
- Analytical thinker with excellent organizational skills and a bias toward action.
- A trusted, proven individual with a servant's heart who has demonstrated commitment to functioning in a high-performing team and has follow-through ability.
- Be a high-capacity person, able to handle a large diversity of details and projects in an ever-changing environment.
- Desires and ability to complement and support the Next Gen Pastor.
- Ability to design systems and processes for continuous improvement and efficiency.
- Be a team player who supports Pathway's vision, our Lead Pastor, and the Core Team leadership, and is willing to offer themselves as a resource for other team members to support and understand the importance of teamwork.
- Demonstrated the ability to work well with others, has active listening skills, and openly accepts criticism.
- Productively engages and resolves interpersonal conflict. Interacts with a spirit of love.
- Pays attention to the quality of work, tries innovative ways to get things done, considers situations from new perspectives, and evaluates work results for effectiveness.

Initials _____