

FIRST CHRISTIAN CHURCH OF HUNTINGTON BEACH JOB DESCRIPTION



DIRECTOR OF STUDENT MINISTRIES

Employer Information:

Organization Name:	First Christian Church of Huntington Beach
Website:	www.fcchb.com
Job Location:	1207 Main Steet, Huntington Beach, CA 92648
Hours / Week:	40
FLSA status:	Ministerial Exempt

Job Purpose:

The Director of Student Ministries position plays a pivotal role at FCCHB in leading our Junior High and High School Students. They will develop and oversee weekly programs for Junior High and High School Students while investing relationally in students and volunteers.

Program Tasks:

- Manage, strategize, execute, and instruct the youth program for both midweek and weekends.
- Implement a way to disciple students and deepen their relationship with Christ, others, and the church.
- Engage and develop relationships with students and families and offer to step alongside them in their walk with Jesus.
- Advocate for a strong partnership with parents, working to resource, equip, and encourage the most influential relationships in a student's life.
- Interact with students and parents in person, on the phone and via e-mail.
- Plan events on and off campus for junior high and high school students.
- Provide opportunities for students to bring their un-churched friends.
- Develop and maintain a pipeline of volunteer development, providing opportunities for volunteers to grow in ministry opportunities and leadership.
- Maintain the budget for the youth ministry.
- Any other duties as assigned by your supervisor with or without notice.

1207 Main Street, Huntington Beach, CA 92648
(714) 536-2589 | www.fcchb.com

FIRST CHRISTIAN CHURCH OF HUNTINGTON BEACH JOB DESCRIPTION



Work Activities:

- Lead, direct, coordinate, organize and follow through on projects from beginning to end.
- Willing to engage in conflict management and responsive to conflict when it happens.
- Strong learner; adaptable. Enjoys challenges and is highly adaptive to new ideas.
- Create and maintain safe and welcoming environments for all guests, students, and families.
- Make decisions and solve problems.
- Establish and maintain interpersonal relationships with staff members.
- Manage time effectively.
- Return voicemails and emails daily.
- Collaborate with other staff to help fulfill the vision and mission of the church.
- Participate in team meetings, staff meetings, and board meetings, as requested.

Physical Demands:

- Occasionally subjected to outdoor weather conditions.
- Occasionally required to lift up to 25 pounds.
- Regularly required to sit, stand, walk, use hands to handle objects, talk, and hear.
- Regularly required to lift up to 10 pounds.
- Regularly required to stoop, kneel, crouch, or crawl.
- Regularly subjected to indoor environments.
- Requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires working at least two nights a week.

Basic Skills:

- Writing content and talking to others to convey information effectively.

FIRST CHRISTIAN CHURCH OF HUNTINGTON BEACH JOB DESCRIPTION



- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work-related documents.

Social Skills:

- Being aware of others' reactions and understanding why they react as they do.
- Adjusting actions in relation to others' actions.
- Instructing others how to do tasks associated with junior high ministry.

Resource Management Skills:

- Managing one's own time and the time of others.
- Determining how money will be spent to get the work done, and accounting for these expenditures.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to accomplish the work.

Computer Skills:

- **Databases:** Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Internet:** Using a computer application to create, manipulate, and edit information.
- **Navigation:** Using scroll bars, a mouse, and dialogue boxes to work within the computer's operating system.
- **Presentations:** Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail.
- **Word Processing:** Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

FIRST CHRISTIAN CHURCH OF HUNTINGTON BEACH JOB DESCRIPTION



Qualifications:

- Proficient in the English language
- Bachelor's Degree
- Education and training
- 3-5 years of experience preferred.

Tools:

- Computers
- Smart phone
- iPad

I have read and understand the job description for the position of Director of Student Ministries. I have had the opportunity to ask and receive answers to any questions I have regarding the job description.

Print Name:	Signature:
Date:	Supervisor Signature: