



## **Pastor of High School Ministries**

### Job Description

**Title:** Pastor of High School Ministries  
**Department:** Management Team  
**Classification:** FT Ministry Exempt Staff

**Reports to:** Sr. Associate Pastor  
**Supervises:** HSM Admin Assistant, HSM Interns, SM Worship Arts Coordinator  
**Updated:** April 2021

### **PURPOSE**

To provide leadership for high school ministries so high school students (9<sup>th</sup>-12<sup>th</sup> Grade) can know Christ, grow in Christ, and Go in His name.

### **QUALIFICATIONS**

#### Corporate

1. Testimony of faith in Jesus Christ as Savior and Lord
2. Has a maturing relationship with Christ and His church, and is reaching out to those who do not yet know Him.
3. Unreserved commitment to the purpose, vision, and core values of Constance Free Church
4. Ability to abide by the policies, procedures, and practices of Constance Free Church
5. Represent in good conscience the position of the Constance Free Church Biblical Manhood and Womanhood Paper
6. Can subscribe without mental reservation to the EFCA Statement of Faith
7. Effective communication skills: written, verbal and interpersonal
8. Derives satisfaction from serving as a team player in a collaborative environment

#### Position Specific

1. Ability to have a cooperative, healthy and motivating relationship with ministry staff, students, parents and adult volunteers
2. Demonstrates strength in leadership, teaching and administration
3. Ability to recruit, mobilize and form ministry teams of qualified volunteers
4. Demonstrated history of using appropriate judgment with discretion, sensitivity and confidentiality
5. Possess a Bachelor's degree, Seminary training preferred
6. Large church ministry experience
7. Willingness to become credentialed in the Evangelical Free Church of America
8. Passion to see spiritual transformation take place in the lives of high school students
9. Committed to growing the High School Ministries through outreach
10. Embrace and adapt to growth, change, innovation and creativity
11. Values long-term ministry
12. Meets Biblical standards for church overseers found in 1 Timothy 3 and Titus 1:6-9



## **RESPONSIBILITIES**

*(Estimate of Hours per Week Devoted to Each in Parenthesis)*

### **Administration (10%)**

1. Participate in the ministry management plan of Constance to set vision for the ministry as well as personal and professional development, and partner with God and others to see that vision accomplished
2. Assess the ongoing status of High School Ministries as well as personal and professional development
3. Establish and implement annual key result areas in ministry
4. Participate in all-staff, community staff and pastoral staff meetings
5. Plan and control a High School Ministries budget (VP3)
6. Evaluate, plan and implement ongoing improvements in systems to enhance overall ministry effectiveness

### **Programming (35%)**

1. Translate ministry vision and goals into programming schedule for the year with High School Ministries staff and leaders (VP2)
2. Create teams to plan and run events and programs
3. Oversee the planning, organization, execution and evaluation of each event, program and trip

### **Staff Oversight (5%)**

1. Provide appropriate work direction for paid staff (i.e. Worship Leader, Administrative Assistant, and Interns)
2. Provide training and coaching to support staff
3. Recruit, coach and provide opportunities for interns to learn while contributing directly to HSM and indirectly to other areas at Constance, based off of established ministry goals
4. Provide staff with vision, roles, responsibilities, reviews, resource, procedures and policies related to HSM, Student Ministries and ministries to families.
5. Hire support staff as necessary

### **Volunteer Recruitment, Retention and Training (10%)**

1. Recruit all necessary volunteers to carry out ministry goals and plans in a team-based environment
2. Initiate and implement volunteer retention strategies and team development
3. Recruit a prayer team and provide monthly updates
4. Ensure adequate coaching and training for ministry volunteers; provide vision, roles, responsibilities, and resources

### **Teaching and Ministry Resourcing (20%)**

1. Develop a teaching ministry for high school students in collaboration with the overall church vision
2. Have an ongoing teaching presence within the High School Ministries
3. Oversee the selection of teaching, curriculum, activity, media, worship, prayer and other ministry resources



#### **Relationship Building and Shepherding (10%)**

1. Ensure adequate and meaningful contacts with middle school students, parents and volunteers are being maintained in a team-based manner
2. Facilitate crisis intervention and counseling referral for high school students and families
3. Assist students in finding ministry involvement within the church and community

#### **Family Ministry (5%)**

1. Communicate with parents of High School Students about upcoming programming and curriculum
2. Provide resources for parents to encourage faith development in their child through various means
3. Lead milestone experiences related to this age group; family events celebrating faith growth in their child's life

#### **Intergenerational Ministry (5%)**

1. Provide opportunities for students to connect with the congregation at large through service, worship and church life
2. Work toward creating a culture of 5 to 1 relationships; each teen surrounded by 5 adults that can model faith
3. Oversee development and execution of Prayer Partners ministry initiative.
4. Oversee a transition plan for incoming freshmen into HSM and graduating seniors into the larger church

### **RELATIONSHIPS**

1. This position reports to the Sr. Associate Pastor
2. This position oversees with the HSM Admin Assistant, Student Ministries Worship Leader and HSM Interns
3. This position collaborates with the Middle School Ministries Pastor/Director and Children's Ministry Director
4. This position works closely with all staff members, lay leaders, students, and parents