

Position Description

Church: Newberg First Presbyterian Church

Job Title: Student Ministries Director (Part-Time)

Reports to: Head of Staff / Pastor

Relates to: Pastor, Christian Education Committee, Facilities Manager, Financial Secretary, and Student Ministry Volunteers

Pay Rate: \$25 per hour, (10 to 20 hours per week)

Purpose

The Student Ministries Director of Newberg First Presbyterian Church provides spiritual leadership, vision, and oversight for the church's ministry to middle school and high school students. This position nurtures students in their faith in Jesus Christ, integrates them into the life of the congregation, and fosters a safe, welcoming, and Christ-centered community where young people can grow spiritually, relationally, and in service.

Relationships

- Middle school and high school students
- Parents and guardians
- Pastor and church staff
- Christian Education Committee
- Student ministry volunteers
- Congregation-at-large

Qualifications

- A growing and active Christian faith.
- Passion for student discipleship and relational ministry.
- Experience working with middle school and/or high school students.
- Strong leadership, communication, and organizational skills.
- Ability to recruit, train, and support adult volunteers.
- Basic proficiency with Microsoft Office Suite and social media platforms.
- Ability to maintain appropriate confidentiality, healthy boundaries, and adherence to child protection policies.
- Dependable work ethic and ability to collaborate in a positive, team-oriented environment.

Hours

Approximately 10 to 20 hours per week. Schedule includes Sunday mornings, at least one weekday or evening gathering, and occasional weekends for retreats, mission opportunities, and special events as needed.

Responsibilities

Spiritual Leadership & Discipleship

- Plan, organize, and lead weekly student gatherings, Bible studies, and fellowship activities.
- Develop Christ-centered teaching.
- Encourage student participation in Sunday worship, service opportunities, and broader church life.

Relationship Building

- Cultivate meaningful relationships with students and their families.
- Provide spiritual encouragement, mentorship, and pastoral care to students.
- Maintain regular communication with parents regarding student ministry activities and expectations.

Event Planning & Coordination

- Plan and coordinate retreats, mission trips, service projects, conferences, and fellowship events appropriate for a 10- 20 hour weekly commitment.
- Oversee registrations, permission forms, transportation arrangements, and safety protocols.
- Maintain accurate participant records and required documentation.

Volunteer Development

- Recruit, train, and support adult volunteers.
- Ensure proper supervision ratios and compliance with church safety policies.
- Foster a collaborative and encouraging student ministry leadership team.

Communication & Promotion

- Create and distribute student ministry communications including updates, event flyers, and social media content.
- Work with church staff to include student ministry information in church-wide communications.

Administration & Organization

- Maintain the student ministry calendar in coordination with the church calendar.
- Manage the student ministry budget in partnership with the Financial Secretary and church leadership.
- Maintain attendance records and incident reports as needed.

Safety & Compliance

- Ensure all student ministry activities follow Newberg First Presbyterian Church's child protection policies.
- Provide documentation for accidents or incidents as required.
- Create and maintain a safe, inclusive, and welcoming environment for all students.

Outreach & Congregational Integration

- Encourage student involvement in mission and service within the church and local community.
- Promote intergenerational connections within Newberg First Presbyterian Church.
- Seek opportunities to connect with students in the broader Newberg community.