



Job Description

Title: High School Ministry Coordinator

Reports To: Associate Pastor

FLSA Status: Non-Exempt – Pastoral – Not Ordained

Prepared By: Jim Blazin

Hours per week: 29

Ministry Class: N. Campus Youth

Classification Grade: P-4

Approved By: Human Resources

Approved Date: 01/22/2020

Essential Organizational Core Values

- **As an Individual Leader:** The part time **High School Ministry Coordinator** is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the North Campus Lead Team and Real Life Staff Team:** The **High School Ministry Coordinator** reports directly to North Campus Associate Pastor while serving on the North Campus Next Gen. team. The **High School Ministry Coordinator** has a responsibility to collaborate as a team member on the Real Life Staff Team. To accomplish church wide objectives and goals as well as the **North Campus Lead** team objectives. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

1. Ministry Oversight (50%)

- Responsible for developing a *Ministry Game Plan* that aligns with our 7 Essentials. This includes working with North Campus Team Lead to define what "Winning" is for each ministry essential and through this process including annual goals, priorities and strategies that are in alignment with our vision and mission.
- The Ministry Game Plan will cover the following environments: Personal Life (4 spheres) and Overall High School Ministry which includes weekly large group and small group gatherings, monthly events, seasonal retreats, camps, and ministry outreach in local schools.
- Responsible for connecting with High School kids each Sunday during services, connecting them into the High School ministry including: weekly gathering and small groups for the purpose of spiritual growth and maturity.
- Create a healthy team environment for the ministry you oversee. This includes regular team meetings, individual coaching, and ministry involvement and observation by you. This also includes building a relational environment where interns, coaches, leaders and volunteers can get to know and enjoy each team members outside of the day to day work environment (Retreats, Outings, etc).

- Must team build by Identifying, recruiting and developing a leadership team of various roles for both large group gatherings and small groups.
- Must meet and discuss quarterly “Check ins” with Team Lead to formally review Ministry Game Plan (Coaching, Personal, and Ministry).
- Ensure effective communication and follow up of information is being passed up to the Associate Pastor, Lead Pastor, and Elders as well as down to your ministry team.
- Responsible for creation, implementation and management of the high school budget. Regularly reviews finances and monitoring through monthly financial reports. Flexes spending and makes financial adjustments based on new priorities, unforeseen expenses or changes in income.

2. Youth & Young Adult Team Function (20%)

- The Campus Lead Team is this individual’s “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others on your first team.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in North Campus Lead and Next Gen. teams, meetings and discussions. Ability to think critically, systematically and collaboratively with the Next Gen. team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Next Gen. Team Member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.
- Through these partnerships effective collaboration will also focus on student transitions between ministries (8th graders to HS and HS Grads to College).
- Must live out Real Life’s Organizational Core Values on the Youth & Young Adult Team.

3. RLM Staff Involvement and Collaboration (10%)

- Work with our church congregation in a way that glorifies God through involvement in Weekend Services and a Home Group. Be visible model for your team to follow in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships (i.e. – recovery, missions, benevolence, etc).
- Values and abide to the expectations of being a member of the church found in our 101 and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, Membership Classes, trunk or treat, Easter weekend, etc.)

4. Personal Ministry (20%)

- Represents Christ and the Church in the community in a Godly way
- Responsible for having, and living out, a Personal Ministry Plan
- Be an active part of a Home Group and personally making disciples as appropriate.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on their team, including volunteers.

Qualifications, Required Skills and Competencies:

- Performing Real Life's North Campus pastoral duties: Pastor of the Day, Hospital visits, shepherding those in their ministry
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A strong marriage and family life visible to others.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- Background and experience in Youth or Young Adult Ministry.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
 - Volunteering:- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date