

# Student Ministry Associate Christ Community Church



1190 Phoenixville Pike  
West Chester, PA 19380  
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<http://visitccc.com>

## Job Description

The Student Ministry Associate position is a full-time position in the Student Ministry at Christ Community Church. The primary role of the Student Ministry Associate is to lead the middle school program and disciple both middle and high school students. A more complete job description is summarized below.

## Duties

- Leadership of middle school ministry
  - Overall leadership of the gatherings on Sunday morning and Tuesday night
  - Help develop a teaching plan/curriculum
  - Teach and delegate teaching to qualified individuals
  - Work with our team to plan programming (activities, food, small group, etc.)
  - Give direction to students and leaders on program nights
  - Lead or delegate boys' Bible study (Tuesday night before our gathering)
- Discipleship of students
  - Build healthy relationships with middle school and high school students with the goal of pointing them to Jesus and helping them grow in their walk with Him
  - Meet with students regularly outside of church (sports games, meals, concerts, etc.)
  - Meet, welcome, and follow up with new students
  - Lead a small group at our middle and high school gatherings
  - Counsel on a short term basis and refer when necessary
  - Work closely and assist in discipling interns
- Discipleship of leaders
  - Build healthy relationships with our volunteer leaders
  - Recruit middle school leaders and assist in recruiting high school leaders
  - Co-lead monthly leader meetings
  - Provide leadership and training to our high school students who volunteer at our middle school gathering
  - Make leaders feel valued and loved
  - Serve as the point person when needs arise in the middle school program

## Key Skills, Experiences, and Abilities

- Operations/Communication
  - Effectively communicate with parents and students through email
  - Assist in social media promotions (mainly Instagram)
  - Learn how to utilize Planning Center, Campaign Monitor for email campaigns, Slack, Pages, Keynote, Excel, ProPresenter
- Partnering with parents
  - Make an effort to meet and build relationships with parents
  - Assist in strategizing how we can effectively equip parents

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- Retreats, mission trips, events
  - Plan and run winter retreat for middle school
  - Assist and co-lead in planning and running high school retreat
  - Strategize opportunities for middle school students to serve and share the Gospel throughout the year
  - Get creative and plan events that will best engage middle school students
  - Assist and co-lead in planning and running local and global mission trips
  - Bring fresh ideas to the table
- Team Player
  - Build healthy relationships with team and staff
  - Maintain open communication with Student Ministry Director
- Worship (OPTIONAL)
  - Lead worship for middle and high school programs
  - Choose songs that will lead students into worship
  - Build worship teams by identifying key students and leaders who have musical gifts and passions
  - Create a tryout process to join the team
  - Plan and run creative worship nights (during regular gatherings)

### **Qualifications**

- Loves Jesus and desires to grow to look more like Him
- Gospel-centered
- Discipleship driven
- Team player
- Leadership/initiative
- Friendly
- Fun
- Operates within the lines of all CCC policies and procedures
- Fully agrees with CCC's Statement of Faith

### **Benefits / Schedule**

- Full-time competitive salary
- 2 weeks paid vacation (with future scale)
- 10 paid holidays
- Health and dental care
- 401K contribution
- 10 day paid missions leave every 2 years
- Personal growth such as conferences, seminars, and potential for tuition reimbursement
- Other ministry related reimbursements
- Flexible schedule