



## ASSISTANT DIRECTOR OF STUDENT MINISTRIES

### **DIRECTIONS**

In the following document you will find more information about our church and the job description for our Assistant Director of Student Ministries.

If you are interested, please send your cover letter and résumé to our Director of Student Ministries, Justin Hall at [JHall@SaxeGotha.org](mailto:JHall@SaxeGotha.org)

We look forward to meeting you and discerning God's will!

Grace & Peace,

**Patrick Cherry**

Pastor of Next Generation Ministries



## WELCOME

We, at Saxe Gotha, strive to connect people with God and with each other. We love to give God joy through Worship, Growth, and Service. Please join us for worship of our Lord on Sunday Morning! Also, come enjoy fellowship and study on Sunday and Wednesday evenings. If you have any questions we urge you to contact us. We hope to see you soon!

## ABOUT SAXE GOTH

Saxe Gotha Presbyterian is a family of believers that strives to make a difference in people's lives while developing fully devoted followers of Jesus Christ.

Founded more than 30 years ago, Saxe Gotha Presbyterian Church is home to more than 1200 members who love to worship God, fellowship with each other, and learn from the Bible via our many church ministries. With a mission to "Give God JOY through Worship, Growth and Service," our members are putting God's words into action every day.

We welcome individuals and families to visit and experience firsthand what Saxe Gotha Presbyterian has to offer you. Located in the heart of Lexington, South Carolina, we have three worship services and Sunday school for all ages on Sunday mornings, small groups that meet at various times weekly or monthly, classes on Sunday evenings and Wednesday nights, and so much more. Come worship with us and see how God's love can make a difference in your life by joining our family at Saxe Gotha Presbyterian Church!

## WHAT WE RESOLVE TO BE AND DO

**OUR MISSION:** To Give God Joy through Worship, Growth and Service.

**OUR VISION:** We are changed by the power of Jesus Christ – we are new creations in Him.

### Celebrating this new reality:

- We engage in vibrant worship.
- We study His Word and pray.
- We seek His guidance and humbly obey.
- We are continually growing in our relationship with Him.

### Recognizing that we are not our own but belong to Christ:

- We constantly seek to give God joy in all that we say and do.
- We turn from the values of the world and boldly live out the teachings of Scripture.
- We express Christ's love by promoting healthy relationships with one another.
- We are committed to becoming fully devoted followers of Jesus Christ.

### Dedicating ourselves to the Great Commission:

- We actively, purposefully, and passionately take the message of hope to others.
- We seek the lost, strengthen the weak, and nurture the broken.
- We work to change lives through the power of the gospel in word and deed.



## OUR DENOMINATION

Saxe Gotha Church is a part of ECO: A Covenant Order of Evangelical Presbyterians and holds to ECO's Essential Tenets. Want to learn more about our denominational affiliation?

## LEARN MORE

**Who is ECO?** <https://www.eco-pres.org/who-we-are/>

**What Does ECO Believe?** [https://www.eco-pres.org/static/media/uploads/eco\\_constitution\\_online12.11.18.pdf](https://www.eco-pres.org/static/media/uploads/eco_constitution_online12.11.18.pdf)



[www.ECO-Pres.org](http://www.ECO-Pres.org).



## Assistant Director of Student Ministries JOB DESCRIPTION

**Reports to: Director of Student Ministry**

**Permanent Full Time**

**Last updated: 03/15/2023**

**Purpose:**

To assist in the planning and implementation of ministry to students at Saxe Gotha Presbyterian Church (SGPC) in grades 6-12. To supervise, advise, mentor, disciple, and assist student interns and adult volunteers within the ministry. To assist with administrative duties with the Student Ministry. Work will include planning and conducting weekly programs, preparation of calendars/promotional pieces, maintain rosters, financial reconciliation, holding office hours, attending staff meeting, and working as a team with other staff at SGPC, under the direction of the Director of Student Ministry.

**Duties and Responsibilities:**

1. Shepherd and lead Student Ministry volunteers and Interns under the charge of the Director of Student Ministry.
2. Work as a team player with ordained and non-ordained staff.
3. Assist in budget preparation for Student Ministry.
4. Reconcile ministry expenses and revenue.
5. Maintain ministry rosters on a weekly basis.
6. Track trends in ministry attendance and communicate those trends.
7. Gather and share strategies to meet the developmental goals of the Student Ministry program.
8. Assist Student Ministry program staff in the growth and expansion of programs to include Sunday morning, Sunday evening, mid-week programs, as well as selection of curriculum, recruiting, training, and supporting volunteer leaders.
9. Attend staff meeting and Youth retreats as expected.
10. Attend Session and committee Meetings, as requested.
11. Assist in visiting and calling student members and adult leaders who are ill or hospitalized, as requested.
12. Be a leadership presence at ministry events and church-wide functions.
13. Counsel students and parents as appropriate and make necessary referrals, keeping the Director of Student Ministry informed.
14. Oversee and coordinate girls' discipleship.
15. Teach and lead Bible studies and small groups under the direction of the Director of Student Ministries and Associate Pastor of Next Generation Ministries.
16. To work with the Student Ministry team to recruit, train, and supervise ministry interns.
17. Disciple students into mature faith.
18. Perform other duties as assigned.

**Accountability:**

Director of Student Ministry  
Program Support – Student Ministry & Next Generation Ministry Teams

**Personal Qualifications:**

1. Model a life of faithful worship and commitment by being present and engaged in weekly worship gatherings, special services, and other church-wide functions and events.
2. Build Christ-honoring relationships with Saxe Gotha students, families, leaders, and volunteers.
3. Pray for the student ministry, other church ministries, and for opportunities to share and teach Jesus as Lord and Savior.
4. Commit to continued personal growth.
5. Cultivate a teachable spirit and team player mentality.
6. Seek ways to actively use your spiritual gifts.
7. Care for your spiritual, mental, emotional and physical wellbeing.
8. Shows commitment and drive.

**Professional Qualifications:**

1. Possess a Bachelor's Degree or Associate's Degree with relevant experience.
2. Clean background check and drug screen.
3. Exceptional organizational skills.
4. Ability to multitask and interact with both members of the church and the community.
5. Clear written and verbal communication skills.
6. Ability to manage computer related needs requiring experience in but not limited to Word, Excel, Google Docs, and any current church management software.
7. Experience preferred.

**General Statement:**

The high visibility and the number of opportunities to interact with church members and staff require professional standards of behavior. The dress code for most days will be casual, but for more formal occasions, business casual attire may be required. During the normal course of work, personal, private, or confidential information must be handled with great care and discretion. Shall comply with all applicable church policies and any requirements of the Employee Handbook. Coordination and teamwork will be expected in all areas of work. A strong commitment to Jesus Christ and a mature and growing faith are crucial as well as a strong sense of call to minister to students and their families, understanding unique challenges of this stage of human development and spiritual formation. Knowledge of the Bible and the tenets of the Christian faith are required. Energy, creativity, and enthusiasm for this work are necessary.

**Work Schedule:**

40+ hours each week. This schedule will be flexible to suit the needs of ministry that include time in the office and time outside of the office, to be approved by the Director of Student Ministry.

**Travel Requirements:**

This position occasionally works at a venue outside of the Church, so overnight travel will be required. A valid SC drivers' license is required.

**ADA Expectations:**

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Standing			X	
Walking			X	
Sitting			X	
Talking, Hearing				X
Feeling, Fingering, Grasping			X	
Climbing, Balancing		X		
Crouching, Crawling, Kneeling		X		
Reaching with Hands and Arms			X	

**Weight to be Lifted or Force to be exerted:**

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 30 pounds		X		
Up to 40 pounds		X		
Up to 50 pounds		X		

**Special Vision Requirements:**

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Looking at computer				X
Color Vision (identify and distinguish colors)		X		
Peripheral, depth perception			X	
Ability to adjust focus			X	

**Environmental Conditions:**

Environment does not expose employee to excessive noise, dust, and like.

Approved:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

***This job description is intended to describe the general content of and requirements for performance of this job. It should not be construed as an exhaustive statement of the job's functions, responsibilities, or requirements.***