



FIRST PRESBYTERIAN CHURCH of Wheaton

Inviting all generations into a growing life with Jesus Christ

Ministry Job Description

Title: Director of Student Ministry

Purpose: Lead Student Ministry for grades 6 – 12

Summary: Provide overall leadership for the Student Ministry program, including growing youth involvement, adult leadership recruitment, program and curriculum development, envisioning new ministry opportunities, fostering fellowship among youth, their families and the congregation, and creating a safe and vibrant space for students.

Responsibilities:

1. Provide leadership and planning for weekly High School (WF) Sunday evening gatherings and Middle School (Genesis) Sunday morning gatherings, including midweek programming opportunities
2. Spend time relationally with students and families outside of programming and participate in other church/community activities
3. Organize and lead Middle and High School special events, including fall and winter retreats, summer mission trips, Youth Sunday, service projects and fundraisers
4. Coordinate the year-long Confirmation process for 8th – 9th graders in collaboration with the Pastoral staff
5. Attend weekly staff meetings and provide regular updates on the ministries

Relationships:

- Accountable to the Pastor/Head of Staff
- Member of the Program Staff

Qualifications:

- Belief in Jesus Christ as his/her Lord and Savior
- Passion for ministry with middle and high schoolers

- Experience with Student Ministry or in an educational environment
- Ability to develop student and adult leaders
- Strong communication and interpersonal skills; an ability to engage with both youth and parents
- Leadership and management skills, including recruiting and coordinating volunteers
- Effective organizational, planning and budget management skills
- Proficiency with technology and social media
- Familiarity with the Presbyterian Church (U.S.A.)
- Bachelors' Degree preferred

Position and Benefits:

- The position is full-time and all portions of the Personnel Policy pertaining to non-ordained staff apply
- Health coverage available
- Paid time off

Interested Candidates:

Please submit cover letter and resume electronically to:

Debbie Veal – Office Manager
dveal@firstpreswheaton.org