



Job title	<i>Student Ministry Coordinator - Alamance Campus</i>
Reports to	<i>Alamance Campus Pastor and Grace Students Director</i>
FLSA status	<i>Exempt</i>
Hours	<i>Part-time Up to 25 hrs / week</i>

Job purpose

The Student Coordinator will be responsible for any area that impacts Middle and High School students during Wednesday night and Sunday morning services or events for the Alamance Campus. This includes the Wednesday night student-wide small groups, the Sunday morning middle school small group, and the Sunday morning student hangout space. This administrative and relational role provides organization and leadership to the Grace Students Dream Team at the Campus level. This position reports to the Campus Pastor and is the primary liaison to all things Grace Students with the Grace Students Director in Chapel Hill.

Duties and responsibilities

Oversight of the entire Student experience at the campus level from the parking lot/drop off to the seat for all Wednesday night services, Sunday morning services, and other events.

The primary role of this position is to create environments and opportunities for 6-12th grade students to connect with God and others. This person will be a relationship builder and disciple of students.

Grace Students Dream Team

- a. Provides leadership, oversight, and strategic direction to the Grace Students Dream Team.
- b. Works under the leadership of the Campus Pastor and Grace Students Director in the envisioning, development, preparation, and cultivation of an atmosphere where every Student's interaction with Grace Students is warm, inviting, exciting, and consistent with our values and culture.
- c. Recruits, trains, schedules, equips, and leads volunteers for the Grace Students Dream Team at Grace Church, including small group leaders for Wednesday nights and

Sunday mornings, worship team, transportation team, hangout leaders, and High School student leaders.

- d. Meets, connects, and communicates with parents on a weekly basis.

Grace Students Wednesday nights

- a. Liaison with Chapel Hill Student director to implement Wednesday night experiences in parallel with the Chapel Hill Campus plan.
- b. Helps plan, organize, create, and promote curriculum material including games, worship songs, messages, and small groups.
- c. Coordinates campus student transportation to 1st Wednesday night experience of each month. Car pool, bus shuttle etc.
- d. Organizes household locations for each weekly Wednesday night meetings.
- e. Provides an opening environment for first time guest and attenders where Students feel they can be themselves, have fun, and meet Jesus.
- f. Equips and trains leaders for each gender and grade to be inviting, exciting, and loving.
- g. Meets, connects, and communicates with parents.

Grace Students Sunday Mornings

- a. Helps plan, organize, create, and promote curriculum material including games, messages, and small groups for Middle School Sunday Morning small groups in parallel with the Chapel hill Campus.
- b. Plans, organizes, and leads the Sunday morning hangout space. Gives this space an opportunity to be an inviting, loving, warm, safe environment where students can meet each other, make friends, hangout, and build each other up.
- c. Goes out of their way to connect with Students.
- d. Provides an area where High School and Middle School students can sit together and attend the main worship service together.
- e. Meets, connects, and communicates with parents.

Other Duties and Responsibilities

- a. This role may also include occasional event planning responsibilities for special events three to four times a year.
- b. Weekly meetings with all coordinators and Campus Pastor.
- c. Utilization of CCB, Discord and other communication modes to effectively schedule, communicate with and build necessary teams.
- d. Other duties and responsibilities as directed by the Campus Pastor.

Qualifications

Qualifications include:

- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, worship attendance, and giving.
- Must be a member of Grace Church and demonstrate agreement with the Grace Church vision, values, and culture.
- A heart for Students and the ability to meet them where they're at.
- Must demonstrate agreement with Grace Church vision, values and culture.
- Ability to lead a complex organization and supervise diverse staff and volunteers.
- Excellent verbal and written communication skills.
- Ability to develop and administer policies and procedures.
- Knowledge of applicable computer systems such as Planning Center, Playlister, and other systems as may be required.
- Strong organizational and planning skills.
- Ability to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to maintain discretion and confidentiality of personal matters.

Physical requirements

The physical demands may include: sitting, standing, walking, bending, stooping, twisting, and lifting up to 50 pounds as needed to fulfill job duties and requirements.

Approved by:	
Date approved:	
Reviewed:	