



Job Description

- Position:** High School Ministry Coordinator, South Naperville Campus – TBD
- Reports to:** Pastor of Student Ministries, South Naperville Campus – Leonard Mosiah
- Schedule:** Part-time (half time); Hourly, Non-Exempt
(1,200 hours per fiscal year); Some weekends may be required;
Office hours flexible, to include 2-3 days per week.
Programs include 1-2 evenings per week.

Employment

Classification: Coordinator / Manager (C)

Overview:

The High School Ministry Coordinator at our South Naperville Campus is responsible for leading the ministry of 9th through 12th Grade students. Under the vision of the Pastor of Student Ministries, this Coordinator takes ownership of the health and growth of students and the volunteers for both large group and small group environments. They prioritize relational connections, use a disciple-making mindset, and have the ability to develop a team. Additionally, the HSM Coordinator provides administrative support in the Student Ministries department. During their flexible office hours, this person is responsible for communication to youth, volunteers, and parents, as well as operating software and platforms that help execute the mission of CompassStudents. This person possesses a spiritual maturity that is contagious and views this position not as a job, but as a calling to passionately pursue the next generation of Christ-followers.

This Coordinator will design ways for students to grow in The Compass Church's four Priorities– **Pursue** Him Daily, **Connect** In Groups, **Serve** In Teams, and **Reach** Your Neighbors.

Competencies:

- Detailed Oriented – ability to work with church database (Rock), securing rooms, purchasing, and preparing items for events.
- Focus – teachable, can take direction, communicate effectively.
- Relational Ability – outgoing “people person” able to work well with adults and students. Connect well with church staff. This individual can make huge first impression on all people.
- Includer – strong desire to make students feel a sense of belonging, can create environments for this to happen.
- Maximizer – recognizes how his/her strengths can be used to full potential to take Student Ministries to the next level.
- Personal Charisma – motivated, energetic, and always engaged.

Responsibilities:

- Oversee the planning and execution of weekly HSM large group gatherings
- Support HSM small groups, leaders, and hosts
- Recruit, train, and empower volunteers to serve in meaningful ways
- Communicate to volunteers and parents
- Interact with High School students in person and via digital means
- Prioritize the assimilation of new students and next steps for believers in their spiritual formation
- Work with Pastor of Student Ministries on promotion and logistics for HSM retreats and events (i.e., Fall Retreat, Challenge Conference, Graduation).
- Champion evangelism and community impact through various initiatives
- Select and purchase needed materials to enhance programs, spaces or activities
- Must be present at HSM large group and occasionally HSM small groups

Additional Requirements:

- Attend weekly campus / ministry staff meetings
- Attend monthly All-Staff meetings
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America
- Attend The Compass Church weekend worship services on a regular basis
- Be a member or become a member of The Compass Church within 12 months of employment
- Basic understanding of Microsoft Office
- A willingness to take on other duties as assigned