



Job Description

Position: Student Ministries Coordinator, Naperville Campus

Reports to: Pastor of Student Ministries, Naperville Campus

Schedule: Part-time (1,200 hours per fiscal year; est. 24 hours/week) / Hourly, Non-Exempt

Employment

Classification: Coordinator/Manager (C)

Position Summary

The Student Ministries Coordinator will provide leadership, spiritual direction and pastoral care to both Junior High (6th-8th Grade) and High School (9th-12th Grade) students in line with our mission of *Helping People Find & Follow God*. Under the supervision of the Pastor of Student Ministries, this role includes teaching, volunteer coordination, planning events and building relationships with students and their families to foster a Christ-centered student community. This role will oversee the planning, leadership and growth of our Sunday 9:15a and 11:15a discipleship environments. They will also support weekly large group on Sunday evenings in various functions related to administration, teaching, volunteer equipping and assimilating new students. Due to the ever-changing landscape of church ministry, they understand that responsibilities may change according to the vision and leadership of the Pastor of Student Ministries.

Key Responsibilities

Leadership & Teaching

- Plan and lead weekly student ministry gatherings for Junior High and High School students (may be combined or separate) aimed at evangelistic and discipleship fruit.
- Teach biblically grounded, relevant lessons that connect faith to the lives of teens.
- Develop student leaders and empower them to serve within the ministry and larger church.

Relational Ministry

- Build authentic relationships with students through regular presence at ministry events, small groups and key moments in their lives.
- Foster a welcoming environment where all students feel known, valued and encouraged to grow in faith.

Volunteer Coordination

- Recruit, train and support adult leaders for both Junior High and High School ministries.
- Provide clear communication and resources to volunteers to help them thrive in their roles.

Program Administration

- Plan and coordinate events, retreats, service projects and outreach opportunities.
- Communicate effectively with parents, students and church leadership through email, social media and announcements.
- Collaborate with Naperville Campus staff to align Student Ministry with the overall vision of the church.

- A willingness to take on additional duties as assigned.

Qualifications

- A growing relationship with Jesus Christ and alignment with the church's beliefs and mission.
- Experience working with youth in a ministry or related setting.
- Strong teaching and communication skills.
- Ability to connect with students from diverse backgrounds.
- Organized, proactive and a team player.
- Creative and strategic agility for moving the ministry forward.

Requirements

- Attend weekly Campus staff meetings and 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.
- Become proficient in the use of church software including Rock, Planning Center, etc.
- Basic understanding of Microsoft Office and PowerPoint.