



Job Description

Position: Student Ministries Coordinator, Naperville Campus
Reports to: Student Ministries Pastor, Naperville Campus
Schedule: Part-time (1,200 hrs./year; est. 24 hrs./wk.); Hourly, Non-Exempt
Classification: Coordinator/Manager (C)

Summary

The Compass Students Ministries Coordinator provides leadership, spiritual direction and pastoral care for Junior High (6th–8th Grade) and High School (9th–12th Grade) students, supporting our mission: *Helping People Find & Follow God*. Reporting to the Naperville Campus Pastor of Student Ministries, this role includes teaching, volunteer coordination, event planning and relationship building with students and families to foster a Christ-centered student community.

This role will support the planning, leadership and growth of our Sunday 9:15 & 11:15a discipleship environments for Junior High students. They will support weekly large group “Youth Group” on Sunday evenings in various functions related to administration, teaching, volunteer equipping, and assimilating new students. They will support various student special events, outreach events, camps and short-term mission trips. They will support the administrative needs of events where Student Ministries from various sites of the church collaborate with Naperville Campus Student Ministries.

We are currently without a Pastor of Student Ministries at this Campus. This role will report to the interim Pastor of Student Ministries at the site. The role is a staff peer to another Student Ministries Coordinator at the Naperville Campus. When a new Student Ministries Pastor is selected, this person may adjust the division of oversight and responsibilities in the department according to their vision.

Responsibilities

Leadership & Teaching

- Plan and lead various Student Ministries gatherings for Junior High and High School students aimed at achieving evangelistic and discipleship outcomes.
- Teach biblically grounded, relevant lessons that connect faith to the lives of teens.

Relational Ministry

- Build authentic relationships with students through regular presence at ministry events, small groups, and various key moments in their personal 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 Junior High and High School ministries.
- Provide clear communication and resources for volunteers to thrive.
- Develop teen lay leaders and volunteers, empowering them to serve within the ministry and larger church.

Program Administration

- Plan and coordinate retreats, service projects, outreach opportunities and other ministry events.
- Communicate effectively with parents, students and church leadership through email, social media and announcements.
- Collaborate with Naperville Campus staff to align Student Ministries with the overall vision of the church.
- Maintain the Student Ministries calendar, church database and attendance records.
- Manage event/trip planning and registrations:
 - Interface with our Communications Department in requesting event handouts, digital publication promotion, etc.
 - Work with our IT staff to submit and proof event registrations.
 - Ensure scholarship needs are processed properly.
 - Interface with locations for contracts, payment, schedules and lodging.
 - Secure transportation as needed: church vehicles, buses and airlines.
 - Generate all final reports for travel: rosters, emergency contacts and medication, lodging for pastors and volunteers.
 - Ensure students and volunteers have a smooth, welcoming experience at trips, events and activities.
 - Communicate with students and families regarding event details.
- Manage Student Ministries budgets for trips and events:
 - Participate in the budgeting process, forecasting expenses
 - Track expenses and budget level throughout the year for trips and events
 - Request and execute payments for trips and events
- Support Student Ministries weekly programming:
 - Create and send Student Ministries bi-weekly email.
 - Create and distribute weekly volunteer updates.
 - Generate attendance reports monthly or as needed for volunteers.
 - Manage facility and resource reservations and updates/coordinate with facility team weekly.
 - Send weekly text reminders for Student Ministries.
- 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 leadership, teaching and relational skills.
- Excellent communication skills and conflict-resolution 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 our denomination, the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be 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.