

## **JOB DESCRIPTION: STUDENT MINISTRY CATALYST**

The Student Ministry Catalyst oversees a ministry that seeks to help every young person/student ages birth - 12<sup>th</sup> grade make steps toward deeper maturity in Christ while developing relationships with the students and their families.

The Student Ministry Catalyst answers to the pastor and the Pastor's Advisory Council.

### **Responsibilities**

#### **1. Children's Ministries**

- Vision and work with West staff and student ministry teams so that West can attract new children/youth
- Assist the Sparked (preschool)/WIRED (K-5) (Worship Experience) teams in visioning and executing engaging, dynamic, relevant worship experiences on Sunday morning.
- Identify, equip and apprentice future leaders for all elements of children's ministry
- Oversee the Sparked staff person
- Working with: Wired Small Group Leaders, Wired Large Group Leaders, Sparked Staff

#### **2. Contact Work**

- Coach the SPARKED/WIRED leaders on knowing the names of all the children that worship at West
- Know the names of the students and families that consider West their faith community
- Maintain a connection with students/families when they are absent from worship over a consistent period of time
- Have some kind of contact with all youth each quarter (email, text, face to face) - depending on needs of the youth/time available by the staff person
- Aim to spend face-to-face time with every student on the youth directory at least once a year. (Keeping records of visits in Planning Center People)
- Determine and the maintain visibility with the youth in the manner that best meets their needs/availability of staff person

#### **6. Worship involvement**

- Seek out those students who do not typically attend anything beyond worship and actively invite them to be a part of something beyond worship.

#### **7. Church Staff Coordination**

- Communicate with the church staff, particularly the Pastor, in such a way that they are informed and enthusiastically supportive of the priorities of student ministries.

#### **8. New Guest Follow Up**

- Monitor that exceptional and personal follow up is given to all first time student visitors within 48 hours of the visit
- Provide exceptional and personal follow up to all first-time youth visitors within 48 hours of their visit.

## **9. Troubleshooting**

- Troubleshoot problems in the student ministry areas in a way that honors the concerns of those who bring them, and offer timely, creative solutions to problems in the children's ministry.

## **10. Ministry Needs**

- Ensure that the "in-between the cracks" needs of the children's ministry are handled in a professional and timely manner

## **11. Personal Development**

### **a. Personal**

- Living out the values of the West UMC Community.
- Being supportive and enthusiastic about pursuing the mission and goals of West UMC.

### **b. Attending**

- Sunday morning worship, regularly visible in at least one services throughout the year
- West Staff Meeting on Tuesdays
- Bi-weekly 1:1 with direct supervisor

### **c. Initiative-Taking**

- Teaching or leading ministries in such a way that a volunteer is always sharing the responsibility for that part of the ministry. Never do ministry alone is the West mantra.
- Seeking to be informed about any special victories, concerns or challenges, hospitalizations being faced by the students and his or her family and, as often as reasonable, pass that information on to the ministry leaders for personal follow up
- Attending student ministry major events enthusiastically, thanking volunteers and helping out with clean up, and enjoyed afterglow with key volunteers and youth staff
- Being available for students and their families as needs arise for pastoral care and support
- Preparing a quarterly budget for the student ministry to be proposed to the Strategic team.

### **d. Preparation**

- Participate in staff development by reading books the staff team read, etc.
- Reading at least one additional children's ministry book / training videos a year; train team leaders on concepts that are learned in this development
- Attending at least one week of continuing education each year (funding provided by West UMC)

D) QUALIFICATIONS/REQUIREMENTS

- 1) Someone who professes the Christian Faith and has a desire to lead the student ministry spiritually
- 2) At least 3-5+ years children's ministry experience within a faith community or educational setting
- 3) Bachelor Degree
- 4) Relevant to today's culture so that can identify with children/youth
- 5) Strong administrative and organizational skills
- 6) Must be self-motivated, creative, approachable, and have the ability to develop and achieve a vision for the youth ministry
- 7) Must pass a background check