



Summit View Church
Director of Spiritual Formation and High School Ministry
Job Description

We exist to see a movement of disciple-making churches advancing God’s Kingdom throughout the world.

JOB DESCRIPTION

Position Title	Department	Reports to
Director of Spiritual Formation and High School Ministry	Adults/Youth	Westside Campus Pastor
Employment Status	FLSA Status	Effective Date
Full-Time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	

Whatever you do, work heartily, as for the Lord and not for men, Colossians 3:23

POSITION SUMMARY

The role of Director of Spiritual Formation and High School Ministry is to contribute and contextualize the mission and vision of Summit View Church through Gospel-centered leadership over our Adult and High School Ministries. This is by means of equipping and empowering those within the Westside community as a whole and the High School Ministry. The Director will have a dynamic range of responsibilities, including but not limited to the following: develop and foster the spiritual development of adults at Summit View Westside; develop a Gospel-centered culture for the high school students at Summit View Westside; this person in this role may also have opportunities to preach during Sunday gatherings as appropriate by gifting. This person will divide their time approximately 60% toward Spiritual Formation and 40% to High School Ministry.

PROFESSIONAL QUALIFICATIONS

- Minimum of 4-year undergraduate degree
- Proven track record of building healthy and God glorifying ministries
- Strong calling to ministry
- Ability to recruit, train, and maintain volunteers
- Live out the example of servant leadership set forth by Jesus
- Ability to think creatively and act as a self-starter

RESPONSIBILITIES

- Must exhibit a clear understanding and agreement regarding the doctrine and DNA of Summit View Church.
- Embrace the church's vision for the future.

- Unreservedly hold to the church's primary and secondary statement of beliefs.
- Be comfortable with the philosophy of ministry at SVC.
- Embrace and promote the Church's cultural DNA.
- Be comfortable and effective in developing personal relationships.
- Be loving toward people, prioritizing others ahead of themselves, and engendering trust from those that they lead.
- Have upfront and interpersonal communications that are both relational and inspiring.
- Work closely with Summit View Central staff to report specific numbers and data needed for the church dashboard and performance reviews.
- Manage the allotted budget for their ministries. This includes general knowledge of the campus budget and financial philosophy of SVC, provision of oversight and direction in the large variety of financial functions of the church including, but not limited to stewardship campaigns, cash flow, contributions, payroll, and budget development.
- Show understanding of SVC's Central Services, Multi-Congregational Fixed, Flex Free and other philosophies and strategies to contextualize tasks for different ministry contexts.

Spiritual Formation

- Working with Executive Pastor of Ministries to execute vision and give oversight of Life Groups at the Westside Campus
- Coordinate and lead volunteers in quarterly outreach opportunities
- Preaching in large group gatherings as needed
- Teaching small group classes as needed
- Pastoral visits as needed
- Weddings, funerals, baptism, and communion duties as needed
- Coordination of community outreach and service
- Equip and empower adults in the discovery of their giftings and passions in order to serve the Lord more effectively

High School Ministry

- Champion and execute SVC Student Ministry's "Lead Small" philosophy
- Plan and execute weekly gatherings for high school students
- Equip high school students through the preaching and teaching of God's Word.
- Partner with parents and build meaningful relationships with them.
- Plan and execute camps, retreats, and training events by partnering with student ministry teams from other campuses.
- Recruit Small Group leaders
- Hold monthly volunteer leader meetings for equipping, planning, and relational purposes.
- Hold vision casting parent meetings twice a year.
- Must have a pioneering spirit to grow the ministry and step into new opportunities as the Lord allows.

SCHEDULE: 40 HOURS PER WEEK

The following schedule is an outline of the hours our full-time staff are expected to be available.

Monday (8 Hrs) | **Tuesday** (9 Hrs) | **Wednesday** (9 Hrs)
Thursday (8 Hrs) | **Friday** (Off) | **Saturday** (Off) | **Sunday** (6 Hrs)

COMPENSATION

- Salary range \$40,000-\$60,000
- Full Medical, Dental, and Life Insurance Benefits for Employee; partial benefits for family
- 403(b) Retirement
- Cell Phone Stipend

ESSENTIAL SPIRITUAL REQUIREMENTS

The following spiritual requirements are common to all positions, regardless of areas of oversight and should be consistently performed, at all times, in the course of employment with Summit View Church.

- Must exceedingly exemplify the greatest commandment:
 - “And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’³¹ The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.” Mark 12:30-31 ESV
- Character must demonstrate the fruit of the Spirit:
 - “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness,²³ gentleness, self-control; against such things there is no law.” Gal. 5:22-23 ESV

MINIMUM SPIRITUAL QUALIFICATIONS

In practical terms, this person must display these qualifications in the following categories:

• SPIRITUAL DISCIPLINES

Must live a life of godly discipline in various categories, including but not limited to: spiritual self-care, personal devotion/study, household finances, personal health and fitness, emotional stability, hospitality, and generosity. He/she must also maintain a Godly character and live a joyful, loving exemplary life as outlined by the Apostle Paul:

- Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. 1Tim. 4:12b ESV

• BE A PEACEMAKER

One of the most called upon needs of the body of Christ is to help resolve differences. He/She must become a champion of the Matthew 18 model in helping to negotiate conflict resolution, since there is no other process for conflict resolution given in Scripture:

- “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17 ESV

• BEHAVIOR TOWARDS OTHERS

On relationships inside and outside of the church, whether married or single, he/she must exemplify the specific directives given in Scripture:

- Do not rebuke an older man but encourage him as you would a father, younger men as brothers, ² older women as mothers, younger women as sisters, in all purity. 1Tim. 5:1-2 ESV

With these Scriptures in mind this individual is encouraged to carefully consider his/her conduct toward others directly, indirectly and through social media. He/she should develop a personal code of behavior that incorporates these Biblical directives and serves to exemplify how a Godly person conducts themselves in the 21st century.

WORSHIP SERVICES

All positions at Summit View Church require regular, in person, attendance of the Sunday Worship service. Additionally, in-person attendance at our weekly All Staff Meeting is required for all part and full-time employees.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to dialogue with others as well as use their hands to touch and perform various functions. The employee is occasionally required to stand, walk, sit, reach with hands and arms, balance, stoop, and/or kneel. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Summit View Church is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

