



Summit View Church
Director of High School and Young Adults
Job Description

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

JOB DESCRIPTION

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| Position Title | Department | Reports to |
| Director of High School and Young Adults | Youth/Adults | Heritage Park 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 High School and Young Adults is to contribute and contextualize the mission and vision of Summit View Church through Gospel-centered leadership over our High School and Young Adult Ministries. This is done by means of equipping and empowering those within the high school ministry and the young adult community. The Director will have a dynamic range of responsibilities; the primary of which will be to develop the high school ministry at Summit View Heritage Park. Another critical responsibility will be the spiritual development of young adults at Summit View Heritage Park.

PROFESSIONAL QUALIFICATIONS

- Minimum of 4-year undergrad degree
- Proven track record of building healthy and God glorifying ministries
- Strong calling to Youth 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

OVERARCHING ROLE RESPONSIBILITIES

- Contextualize the philosophy of ministry for areas of responsibility.
- Cast vision and implement structure and strategy for the greatest impact at the Heritage Park Campus.
- Identify and develop ministry interns under the guidance of the Summit View Internship program.
- Develop all aspects of leadership necessary to effectively advance the ministries.
- Provide regular training sessions for leaders and volunteers.
- Locate and use valuable resources for the continual growth of areas of responsibility.

- Develop a monthly calendar of events in a timely manner to plan, build, and communicate all aspects of the ministry to those inside and outside of the leadership team.

High School Ministry

- Develop engaging relationships with high school students, inside and outside of the church.
- Teach high school students the Word of God faithfully, while equipping and empowering other leaders to do the same.
- Develop high school small groups for the purpose of spiritual growth, Bible study, personal and interpersonal growth, and mission.
- Develop high school campus leadership teams to develop an identity on school campuses to create an inroad for students outside of the church.
- Collaborate with other campus ministry pastors/directors to develop and implement camps and retreats that are designed to fulfill a specific purpose and are in alignment with the objective of the ministry.
- Seek to integrate students in the Sunday church gathering by inviting and creating a welcoming environment.
- Develop effective social media strategy for youth activities.
- Establish regular rhythm of communications with parents via email and social media.
- Build relationships with the parents of high school students.
- Be a humble learner of youth culture; needs, trends, desires, struggles, etc.

Young Adults

- Create clear and specific process to help young adults take their next step in their spiritual formation.
- Execution and development of midweek environment, both as a front door to the church and a place for connection for young adults in the context of a larger church.
- Collaborate with Life Group ministry to best connect groups involving young adults; create leadership opportunities for young adult leaders.
- Develop system to ensure young adults are connecting at large to the body and serving regularly
- Plan and execute outreach events which increase the number of young adults

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: \$45-55,000/year
- Paid Time Off
- 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.’ ³¹The 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, ²³gentleness, 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. ¹⁶But 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. ¹⁷If 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, ²older 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.

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a Covenant Partner of Summit View Church;

- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with SVC core values;
- Model biblical community; and
- Model biblical generosity and financially support Summit View Church.

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.

