



### **Job Description: Part-Time Student Minister**

- Lead a ministry that nurtures every 7th through 12th grade student in the church toward a deeper maturity in Jesus Christ
- Plan and implement weekly Sunday school 10-10:45 a.m. and Sunday night student ministry 5:30-7:00 p.m.
- Communicate with students & parents regarding events, church activities, and meetings
  - Hold two parent meetings in a year
- Plan and lead student ministry trips during Spring, Summer, and Fall
- Develop annual calendar and submit to administrative council in January
- Develop annual budget and submit to finance committee before charge conference
- Report to the administrative council regarding student activities and missions
- Supervise the space provided to the students during events
- Arrange an activity (i.e. field games) for students at family nights
- Prepare or provide transportation for students to activities if needed
- Communicate with the pastor regarding curriculum, spiritual and other advice in regards to the student ministry
- Collaborate with other student ministers regarding joint activities
- Note: The student ministry will not meet on the following Sundays: Easter, Mother's Day, Father's Day, 4th of July, Christmas, and New Years

### **Basic Expectations for Part-Time Student Minister**

- Memorial United Methodist Church is a Christian church and expects employees who work in ministry to uphold certain standards of Christian belief, practice, behavior, and moral conduct.
- An important consideration of the (Staff) Parish Relations Committee is to ensure the safety and care of all people when they are at the church. The student minister will be informed of and follow the conference child safety policies, procedures, and requirements that are to be followed by the local church.
- The (Staff) Parish Relations Committee and its members will be available to discuss any grievances. Such discussions are expected to be held confidentially with the (Staff) Parish Relations Committee and not discussed with the general membership of the church. The employee is encouraged to discuss matters with the Student Ministry Coordinator.
- The employee is expected to work cooperatively toward the goals of Memorial United Methodist Church.
- The United Methodist Church is structured so that this position is the responsibility of the (Staff) Parish Relations Committee.

Any questions regarding the job description, salary, or other job-related concerns are welcome and should be discussed first with the Student Ministry Coordinator. If concerns remain, the matter may be discussed with the (S)PRC chair.

The job description is meant to give the (Staff) Parish Relations Committee and employee a guide for expectations. The (Staff) Parish Relations Committee has the right to alter the job description based on needs of the church. The (Staff) Parish Relations Committee will perform a performance review when deemed necessary.

I \_\_\_\_\_ have read the job description in its entirety and recognize my responsibility as an employee of Memorial United Methodist Church.