



Timberlake United Methodist Church
21649 Timberlake Road | Lynchburg, VA 24502
434.239.1348 | timberlakeumc.org

Job Title: Director of Student Ministries

Reports To: Assistant Pastor

Position Status: Full-Time/Part-Time

Purpose:

The Director of Student Ministries will reach, feed, and release students and their families to be the hands and feet of Jesus, as part of the ministry of Timberlake Church. As a minister to the students and their families, the Director is responsible for designing, coordinating, and overseeing a comprehensive student ministry program focused on developing disciples for Christ. Areas of focus include worship, discipleship, mission, group building, outreach, and serving as an engaging spiritual leader and role model with a solid biblical background.

Responsibilities:

- Serve as a student advocate. Regularly educating and enlightening the congregation about the hopes, concerns, and needs of the students in the local church and community.
- Collaborate with church leaders in planning, developing, and implementing all aspects of a balanced and engaging student ministry.
- Research resources and make recommendations for developing the student ministry programming.
- Pursue and participate in continuing education events and training opportunities within student ministry practices.
- Recruit and train volunteers to work in all aspects of student ministry.
- Ensure adequate volunteer support and adult-to-student ratios.
- Maintain accurate records of student participation.
- Manage and compile student ministry budget for reporting purposes.
- Communicate with church leadership, staff, parents, and congregation in a timely manner utilizing available resources (email, website, social media, bulletin board, etc.).
- Maintain a flexible schedule that allows for approved and scheduled site visits with students in a variety of ways (i.e., attendance at extracurricular activities, times of crisis, etc.).
- Collaborate with church staff members in a cohesive and open team environment.
- Mentor students and provide counseling and spiritual direction that aligns with church ministry strategy and plans.
- Preach and teach biblically sound sermons and Bible studies as assigned by the pastors.
- Provide oversight and direct supervision to volunteer student leaders, student ministry leaders, and other staff and volunteers.
- Perform other ministry tasks as assigned by the pastors.
- Regular and reliable attendance is required in the performance of the job.

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Experience:

Prefer 2 to 4 years of experience in student mentoring, student counseling, student development plus the following job-related experience:

- Experience developing, organizing, and effectively managing student programs.
- Experience effectively working with children, teenagers, young adults, and diverse groups.
- Experience exhibiting a personal and growing relationship with God.
- Experience and training related to:
 - Organizing volunteer efforts
 - Public relations
 - Leadership skills
 - Exercising discretion with confidential information
 - Program/meeting planning
- Experience coordinating activities and compiling and/or disseminating information related to student programs/events, civic activities, meeting/travel arrangements, etc.
- Excellent written and verbal communication skills, conflict management skills, and computer skills.
- Experience interacting, advising, and communicating effectively.
- Experience reading, interpreting, editing, and/or extracting information from various sources including policies and procedures, program guidelines, manuals, reports, contracts, invoices, and correspondence.

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