

Position Title	Division/Department	Reports to
Student Male Associate (Level Three)	Discipleship & Groups / Student Ministry	Student & College Minister
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt ☒ Exempt	November 1, 2026

POSITION SUMMARY

The Student Male Associate will assist and support the Student & College Minister living out the mission and values of Kingdom First | Second STRONG by supporting the church's student ministry efforts. This position combines servant leadership duties and is a key manager for the student Ministry volunteers. Within our overall mission statement as a church, we say that our student ministry "exists to glorify God by leading students to know Jesus and make disciples." The Student Male Associate should be a mature believer in Christ who feels called to ministry and is excited about this vision we have put forward. The primary function of this position is to assist the Student Minister in providing leadership and oversight to the student ministry (grades 6-12). The Student Male Associate is expected to have the ability to lead, teach, equip and encourage teams of volunteers and minister to students and families at Second.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

Ministry Development & Coordination

- Work with Student Minister to develop current and future vision/direction of the student ministry
- Oversee implementation of student ministry vision to leaders, students & parents
- Help plan/coordinate Camps, Retreats, Mission Trips and other events
- Develop, encourage and invest in ministry leaders' spiritual maturity and health
- Work to recruit, assimilate and train new ministry leaders
- Utilize social media and basic Microsoft Office functions

Teaching & Programming

- Teach at Midweek large group gatherings and in Sunday morning small groups as needed
- Assist in developing teaching series in line with the student ministry curriculum plan
- Develop leaders for Small Groups on Sunday mornings
- Demonstrate consistent quality in student ministry teaching and programming

Discipleship & Integration

- Build strong relationships with students
- Meet with students and develop individual discipleship relationships
- Give direction to leaders by clearly communicating the vision of Second Students
- Lead a Small Group

Core Competencies

- Understanding of and ability to preach expositional sermons

- Experience making disciples that make disciples
- Excellent interpersonal communication skills with students, parents, volunteers and staff
- Leadership ability with students and volunteers
- Organizational ability to be able to manage multiple projects and keep track of details
- Good communication skills, both verbal and written
- Demonstrate the capacity to plan, organize, and ultimately implement events
- Plan and lead mission trips

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Undergraduate Degree (preferably a Bible degree)
- A minimum of 2-4 years of related experience/or training preferred in pastoral ministry
- Excellent interpersonal and conflict resolution skills
- Ability to work with minimal supervision and complete multiple projects
- Ability to speak effectively with volunteers, church members, or staff members of the organization.
- Must pass post-employment drug screening, criminal background investigation, and reference inquiries.
- **Conviction** – Must align theologically with the purpose and beliefs of Second Baptist Church
- **Character** – Must demonstrate a lifestyle of integrity and personal holiness and exhibit a strong relationship with the Lord and a desire to grow spiritually. Must have a servant's heart and a humble spirit
- **Calling** – Must express a calling and commitment to student disciple-making
- **Competency** – Must have a solid knowledge of God's Word. Also needs to display leadership, administrative, and interpersonal skills
- **Chemistry** – Must demonstrate a love and burden for people, work well with others, and have a humble, teachable, servant's spirit
- **Capacity** – Must exhibit the gifts, energy, and lifestyle conducive to ministry work

SPIRITUAL REQUIREMENTS

- Regular involvement in Second Baptist Church activities and events as a church member.
- Signed acknowledgement of Second's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Second's employee handbook.

PHYSICAL DEMANDS AND 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.

- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.

- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

The work environment is professional, engaging with people from all walks of life on a daily basis, as a church campus. Weekly work schedule is Sunday through Thursday. Monday thru Thursday regular work hours, including Wednesday evenings, with potential flex time based on ministry needs and schedule. This includes regular weekly meetings and staff meetings. The occasional evening or weekend work required for special events will be given advanced notice by the supervisor.

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.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.