

Director of Student Ministries

Position Description



About Pathway Church

Pathway Church is founded upon the premise that God is at work in the world around us seeking to save and restore people. He has called those of us who have been saved to participate in His mission by helping others come to know Christ. We exist to **GO** after lost people, **GROW** people as followers of Jesus, and **GUIDE** people into God's purpose for their lives, with the desire to see every person we possibly can enter into an authentic, growing, and purpose-filled relationship with Jesus.

Job Summary/Objective

The **Director of Student Ministries** is a full-time position responsible for leading the church's ministry to middle school and high school students while also overseeing the day-to-day care, maintenance, and cleanliness of the church facilities. This individual will disciple students, develop volunteer leaders, partner with parents, and help ensure the church campus is welcoming, safe, and well-maintained for ministry throughout the week. This position works closely with the Lead Pastor and ministry leaders to accomplish the mission and vision of Pathway Church.

Core Responsibilities

1. Student Ministry (28 Hours/Week)

Weekly Programming

- Plan and lead engaging weekly gatherings for middle school and high school students.
- Provide biblically sound teaching, worship opportunities, discipleship, and small group ministry.
- Create environments where students feel welcomed, valued, and challenged to grow in Christ.

Volunteer Leadership

- Recruit, screen, train, schedule, and encourage adult volunteer leaders.
- Develop volunteers to lead small groups and mentor students.
- Build a healthy volunteer culture centered on discipleship.

Relational Discipleship

- Build relationships with students outside regular programming through school events, athletic contests, meals, and one-on-one mentoring.
- Encourage students toward spiritual growth and service within the church.

Events and Outreach

- Organize and lead youth camps, retreats, conferences, mission opportunities, service projects, and outreach events.
- Coordinate fundraising efforts as needed.

Parent Partnership

- Communicate consistently with parents through email, text, and social media.
- Equip parents with resources to disciple their students at home.

Administration

- Manage the student ministry calendar and budget.
- Maintain student records, permission forms, and volunteer background checks.
- Coordinate transportation, registrations, and event logistics.

2. Facilities Maintenance & Custodial (10 Hours/Week)

Facility and Grounds Maintenance

- Plan and perform routine preventative maintenance.
- Complete minor repairs throughout the church building and grounds.
- Coordinate outside contractors and service vendors when necessary.
- Complete mowing, trimming and snow removal as necessary.
- Assist with seasonal maintenance projects.

Custodial Responsibilities

- Maintain clean classrooms, offices, restrooms, sanctuary, and common areas.
- Vacuum, mop, dust, disinfect, empty trash, and replenish supplies.
- Prepare rooms for worship services, meetings, and ministry events.

3. General Staff Responsibilities (2 Hours/Week)

- Attend weekly staff meetings.
- Participate in prayer and ministry planning.
- Maintain a welcoming presence on Sunday mornings.
- Support major church events such as Easter, Christmas Eve, Vacation Bible School, church picnics, and outreach events.
- Participate actively in a Pathway Community Group.

Compensation & Time Frame

- **Status:** Full-Time, Exempt (40–45 hours/week)
- **Reports To:** Lead Pastor
- **Compensation:** \$42,000–\$50,000 annually (based on experience; housing allowance may be available if ordained/licensed)

Qualifications

Spiritual

- A growing relationship with Jesus Christ.
- Agreement with the beliefs, mission, and values of Pathway Church.
- High moral character and spiritual maturity.
- A servant-hearted attitude with a passion for discipling students.

Ministry

- Experience leading or serving in student ministry.
- Ability to recruit, train, and lead volunteers.
- Strong communication and organizational skills.
- Ability to teach Scripture in an engaging and biblically faithful manner.

Administrative

- Strong computer proficiency (Microsoft Office, Teams, etc.).
- Excellent organizational and project management skills.
- Able to prioritize multiple responsibilities and work independently.
- Maintains confidentiality and exercises sound judgment.

Maintenance

- Working knowledge of general building maintenance, custodial practices, and minor repairs preferred.
- Ability to safely operate common maintenance equipment and tools.
- Willingness to learn building systems and coordinate vendors when necessary.

Physical Requirements

- Ability to lift up to 50 pounds.
- Ability to stand, walk, climb ladders, bend, and perform light maintenance work.
- Ability to assist with event setup and teardown.
- Availability to work evenings and weekends as ministry requires.

Ministry Philosophy

The Director of Student Ministries will lead from a commitment to the authority of God's Word, seeking to make disciples who love Jesus, serve His Church, and live on mission. This individual will demonstrate humility, integrity, teachability, and a willingness to serve wherever needed to advance the mission of Pathway Church.