



# First Presbyterian Church of Spokane

*Internally Strong – Externally Focused*

## DIRECTOR OF HIGH SCHOOL MINISTRY

### PURPOSE

The director of high school ministries for First Presbyterian Church of Spokane will develop and lead a vibrant, effective, and comprehensive ministry for high school students and their families, in alignment with the church's mission to embody and demonstrate Jesus in fruitful relationship with God and others to the glory of God.

### ESSENTIAL FUNCTIONS

#### RELATIONAL LEADERSHIP

- Create a culture where volunteers love to serve. Recruit, onboard, coach, equip, and empower a team of vested volunteer leaders. Implement creative training and relational connection opportunities through regularly scheduled gatherings, individual connections, and regular written communication.
- Cultivate a safe and welcoming environment that promotes consistent relational connections with students, between students, and with students and their volunteer leaders.
- Grow relational connections with students and families through presence at, and active engagement in student events outside of church, encouraging volunteer leaders to do likewise.
- Actively seek connections with a wide range of high school students. Schedule meet-ups outside of church with small groups (ice cream, coffee), encouraging them to invite friends not yet involved in the church.
- Participate in, and encourage youth to participate in, the full worship and community life of the church.

#### STRATEGIC LEADERSHIP

- Create and lead a comprehensive, relevant, and developmentally appropriate spiritual formation program that engages a growing number of youth and their families on a consistent basis. This includes:
  - Weekly Praxis programming
  - Youth events and relevant family and/or church-wide events
  - Annual retreats, in collaboration with the Presbytery Youth Task Force
  - Local mission and service opportunities with established mission partners
  - The Easter Project Tijuana Mission program, including fundraising
  - The Westport mission program in collaboration with the director of young adults
- Evaluate programming, innovate solutions, and wisely execute change to achieve agreed upon goals and benchmarks in alignment with the family ministry vision and mission.
- Equip parents with developmentally appropriate means of introducing and deepening their student's love of Jesus and life in the fellowship of the church.
- In collaboration with relevant staff and lay leaders, create and execute milestone events that resource and empower parents and caregivers to engage with their youth in meaningful spiritual practices.
- Provide clear and consistent communication to youth and their parents/caregivers, using relevant forms and methods (text, social media, email, etc.)
- Welcome and contact newcomer families; collaborate with administrative staff to ensure visiting students are contacted according to the agreed-upon process, including timely response.

#### OPERATIONAL LEADERSHIP

- In collaboration with church staff, build and execute a volunteer onboarding process, including application and background checks, pre-service training, and ongoing training to maximize effectiveness in the role.
- Maintain and update volunteer and participant databases, event calendars, relevant church website content, registration forms, and compliance documents.

- In collaboration with staff and lay leaders, ensure safety protocols are established and communicated to volunteers and parents. Ensure all volunteers can confidently fulfill their assigned roles in an emergency.
- Steward the physical care and oversight of ministry areas, ensuring organized, updated, and inviting environments. Ensure spaces are clean and reset after use in alignment with agreed upon protocols.
- Advocate and cast vision for capital improvements as needs become apparent.
- With oversight of the director of family ministries, create, submit, and adhere to an annual ministry budget.
- Oversee music and technology needs for family ministries.
- Align to established systems, protocols, schedules, and communication norms.

#### COLLABORATION

- Actively partner with the associate director of middle school and the director of young adults to ensure aligned and relevant student programming and seamless transitions.
- Be an active and supportive member of the FPC staff and the family ministry team. Participate in all relevant staff and team meetings for the purposes of support, prayer, planning, visioning, and alignment.
- All other tasks assigned by the director of family ministry or senior pastor.

#### QUALIFICATIONS

- Committed, mature believer and growing follower of Jesus Christ.
- Serve as a positive role model by demonstrating respectful and healthy personal values and relationships, and a responsible social media presence.
- Bachelor's degree.
- Experience and demonstrated success in leading student or high school ministries. 2 years minimum.
- Proven ability to work in a team setting, collaborating with clergy, staff, and volunteer leaders.
- Demonstrated experience in building, leading, and caring for volunteer teams.
- Love, passion, and appreciation for high school students. Awareness of current student and Pacific Northwest culture, with the ability to relate to, connect with, engender trust, and mentor students from diverse backgrounds, circumstances, and viewpoints.
- Demonstrated ability to solve problems, think strategically, and navigate change.
- Strong listening skills and a sense of humor.
- Motivated and self-disciplined, with demonstrated execution and time management skills that can be scaled from small to large ministry activities.
- Effective written and verbal communication skills, including engaging public speaking and teaching ability.

#### OTHER SPECIFICATIONS

- Reports to: Senior pastor + dotted line to director of family ministry
- Position: Full time - 40 hours
- Work Schedule: Typical schedule is Sunday - Thursday
- Compensation: \$54,000 - 56,000
- Benefits include: Full benefits package including vacation, health insurance (medical, dental, vision), professional development, retirement contributions