



1150 Hobson Rd. Naperville, IL  
*An increasingly diverse, compassionate  
community committed to knowing, loving, and  
serving Jesus in our neighborhoods and world*

## **Director/Pastor of Student Ministries (Youth and Children)**

**Reports to:** Lead Pastor

**Rating:** Salaried (Full Time)

**Credentials:** Clergy (Credentialed preferred)

**FSLA Statute:** Exempt

*The Director/Pastor of Student Ministries will serve NECC by being a visionary who is creative in leading children and youth from birth through High School in authentic worship and strong discipleship through biblical teaching in order for each to accept a personal relationship with Jesus Christ, challenging one another to grow in faith, and sending well equipped Christians into the world to serve God daily. The DSM/PSM will communicate direction, mentorship, and service in a way that inspires those around him/her to join in the pursuit of Naperville Covenant's vision to Know, Love, and Serve. The DSM/PSM, through the lens of the church's strategic plan, is responsible for planning, direction, and daily management of Student Ministries.*

### **Primary Responsibilities:**

The Director/Pastor of Student Ministries will develop and implement a comprehensive approach to Student Ministry for Sundays, mid-week programming, and special events. This approach is based on the understanding of the primary tasks to:

- Disciple students, churched and unchurched, leading to a personal relationship with God, in a variety of settings
- Grow the Student Ministry by creating attractive and compelling environments to which our youth can invite their non-Christian friends
- Advise youth who have personal life-questions with answers of biblical accuracy and Christian love to strengthen the bond between student and God
- Prompt and encourage students to serve within and outside of the church
- Foster relationships between the church, community organizations, people, and resources that relate to youth
- Build a team of passionate adult leaders to help mentor and disciple the students
- Plan/Manage Sunday morning and midweek programming for Children/Youth infant-12th grade
- Develop job descriptions for Volunteer Leaders and organize them for positions in which they serve
- Develop/Recommend/Purchase Christian Education Curriculum for Children/Youth that adheres to NECC's age specific spiritual benchmarks
- Develop relationships with parents through regular communication and periodic topical training
- Train teachers in curriculum and other Student Ministry specific areas of need
- Plan, organize, and supervise major events such as regular youth gatherings, retreats, mission trips, CHIC, VBS, etc.
- Lead the Confirmation team as well as take a rotation of teaching responsibilities
- Participate in the leadership of Sunday morning and special services by preaching 4-6 times per year, assisting with sacraments, announcements, prayer and other needs as necessary (in conjunction with the Lead Pastor and Worship Director)

### **Administrative Responsibilities:**

- Develop and administer an annual budget for Student Ministry in accordance with the financial policies of the church as directed by the Ministry Group Director of Stewardship/Finance
- Serve as a member of the Board of Spiritual Life
- Participate in weekly staff meetings and various church committees as directed by the Lead Pastor and Executive Board
- Coordinate scheduling of Student Ministry activities as related to the use of facilities in order to minimize conflicts with other groups and events in a timely and appropriate manner
- Adhere to a timely scheduling of publicity for events hosted by Student Ministry (via social media and other effective platforms), as well as communicate in a timely manner all events and planning with students, student leaders, parents, & staff
- Keep accurate records of student participation for all events to be used for various purposes; such as for annual goal setting established between Executive Board and Lead Pastor
- Stay abreast of new resources in children/youth ministries and changes in youth culture, and adjust our programming as needed to maintain a current and effective program for a diverse population

### **Relationships:**

- Maintain healthy God-ordained priorities and relationships
- Offer a good example to the congregation of commitment to marriage and family, or celibacy (if single)
- Passionately strive to live the abundant life found in Christ by nurturing a Christ-centered, Christ-like life. Conduct life with the utmost integrity in all situations
- Tell the truth in love
- Invest in and invite those apart from Christ to come to know and be committed to Him
- Pursue a plan of personal growth and development through denominational programs and continuing education in consultation with the Executive Board and Lead Pastor
- Actively participate in annual self-evaluations and performance reviews by Lead Pastor who informs the Executive Board about the conclusions of the evaluations and reviews
- Maintain a healthy work/life balance through a weekly observation of Sabbath and other rhythms adhering to spiritual health and well-being

### **Qualifications & Requirements:**

- Exemplify a personal relationship with Jesus Christ
- Bachelor's degree; preferably with a ministry focus, or experience in children's and/or youth related areas to show competency in leading youth
- Ability to lead individuals with various personalities and communication styles
- High level of motivation; exhibits a consistent ability to implement and complete projects and tasks
- Accept and support the core affirmations, guidelines, and resolutions of the Evangelical Covenant Church denomination
- Become a member and maintain good standing with NECC
- Actively participate in the full life of NECC
- If not already credentialed, be willing to pursue licensing and/or ordination in the Evangelical Covenant Church
- Maintain transparent relationships with staff and Executive Board
- Adhere to NECC's personnel policies