

**Waypoint Church**  
**Associate Student Minister**  
**Job Description**

**Job Title:** Associate Student Minister (Midweek/Creative)  
**Department:** Ministerial Staff/Student Ministry  
**Reports To:** Pastor- Waypoint Students  
**FLSA Status:** Full time

**SUMMARY:** The associate student minister, in collaboration with the student pastor and student ministry staff team, will be responsible for providing leadership and oversight to a number of significant areas in Waypoint Students, including, but not limited to, all aspects of life groups, creative content, and midweek services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- In collaboration with the student pastor and student ministry staff, oversee the planning and execution of all aspects of the Waypoint Students midweeks services. This includes all aspects of serving planning, team coordination (internal and external), leader preparation and equipping, and the execution of weekly student services.
- Participate in the strategic planning and vision casting process of Waypoint Students under the leadership of the student pastor. This includes discipleship of students, leaders, and parents.
- Recruit, equip, and provide ongoing support and direction to all levels of leaders within the student ministry (volunteers, students, parents, etc)
- Develop a regular rhythm of meeting with life group and midweek mentors to provide ongoing care, support, training, and encouragement.
- Ensure that clear and easily accessible feedback loops are in place for all leaders serving in any aspect of life groups or midweek services.
- Provide oversight for all aspects of the Waypoint Students creative needs including social media accounts and the design and development of student, parent, and/or leader resources (ie-books for The WKND, Summer Camp, etc)
- In collaboration with the student ministry team, develop and execute a system of care for leaders, students, and parents that takes into account aspects such as feedback loops, meeting rhythms, equipping and communication, and crisis care responses.
- In conjunction with the student pastor and the student ministry team, develop a plan for providing dynamic content on social media platforms
- At the discretion and request of the student pastor, serve as a communicator at student ministry events.
- Engage with students and leaders by attending events and gatherings outside of the normal church rhythms. This can include concerts, recitals, competitions, sports, etc.
- In collaboration with the student pastor and student ministry team, develop and manage the Waypoint Students budget.
- Participate in all student ministry events, trips, camps, etc.
- Other duties as assigned by the student pastor.

**PERSONAL QUALIFICATIONS**

**Character Traits Needed for This Position**

- Passion for Christ
- High integrity
- Flexible and teachable
- Creative and intuitive
- Self-directed
- Team player
- Risk taker

- Innovator

#### **Spiritual Gifts**

- Shepherding/Leadership
- Administration
- Service

#### **Skills Needed for This Position**

- Strong administrative and interpersonal skills
- Able to adapt in a fast-paced, fluid environment
- Strong oral and written communication skills
- Proficient with current technology and communication tools
- Able to multi-task and maintain composure under pressure
- Begin and end projects within reasonable time frame

#### **Other General Responsibilities**

- In addition to normal responsibilities, the associate student minister is a member of a team dedicated to Christian service and should, therefore, seek, at all times, to conduct themselves in such a way that would be pleasing to the Lord.
- Because of the sensitive nature of things you will see, hear, and be involved with in providing care, support, and leadership to students, leaders, and their families, it is absolutely essential that the highest levels of confidentiality be maintained. Failure to do so may result in disciplinary action or termination.

#### **EDUCATION**

Bachelor's degree preferred

#### **EXPERIENCE**

Preferred 2 -3 years of student ministry experience, either paid or volunteer.

Proven track record in volunteer leader recruitment and development.

Seminary training preferred, but not required.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires sitting and viewing a computer monitor for extended periods of time, manual dexterity, bending, stooping, walking, reaching, light lifting (20 pounds), good hearing, voice control and good vision. The noise level and the work environment is usually moderate.

**DATE: June 2022**