

## **Highlands Presbyterian Church Position Description**

**Position Title:** Senior High Ministry Coordinator

**Purpose:** To oversee, shepherd, and direct all ministries to the Senior High students of Highlands.

**Reports to:** Pastor of Students and Families

**Relates closely with:** The Senior Pastor, HPC staff, the Session (& particularly its Ministry Committee), and, the Student Ministry staff team

**Responsible for:** Senior High Student Ministry Intern(s)

**Responsibilities:**

1. **Ministry Direction:** Oversee the entire Senior High program as well as assist in the overall ministry as instructed by the Director. Manage and oversee all interns and volunteers associated with the Senior High Student Ministry. Communicate to the Director of Student Ministry, pastors, and Session all serious emotional and spiritual issues involving youth and parents.
2. **Discipleship:** Evangelize and disciple students personally. Oversee the discipleship ministry to Senior High students.
3. **Bible Study:** Offer Biblical instruction (along with other staff and volunteer leaders) to students involved in the ministry through weekly Bible studies. Manage and oversee the selection of materials for Senior High Sunday School and small groups.
4. **Events and Retreats:** Create, organize and publicize all Senior High ministry activities and programs. Maintain order and discipline with youth at church events. Plan and execute all Senior High retreats, conferences, activities, and other church supported events.
5. **Missions and Mercy:** Direct and implement missions and service projects for Senior High students, both state-side and abroad.
6. **Volunteer Leadership:** Assist in the recruiting and training of adult and college leaders to assist in the nurture and discipleship of students in the HPCYM.
7. **Parental Involvement:** Coordinate occasional meetings with parents, both individually and as a group.
8. **Worship:** Manage and support the use of music for worship within the program; recruit youth and adults with musical talent to assist in worship leadership within the group.
9. **Pastoral Ministry:** Teach, visit, and assist in worship at the request of the Sr. Pastor.

**Time Required by the Position:** 50+ hours/week

Updated: 7/10