

# OAKHILLS

## C H U R C H

**Our Mission:** *“We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.”*

**Our Values:**

- Unity:** We seek to promote unity in the Body of Christ.
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

<b>Job Title:</b>	<b>Student Ministry Associate</b>	<b>Status:</b>	Part-Time (29 Hours)
<b>Department:</b>	Campus Life – Student Ministry	<b>FLSA:</b>	Non-Exempt
<b>Reports to:</b>	Student Ministry Director	<b>Job Class:</b>	Professional
<b>Supervises:</b>	None	<b>Minister Designation:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Work Week:</b>	Primarily Weekend Services through Thursday	<b>Driving:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** This position is responsible for providing support to the Campus Student Ministry Staff. This role serves the Oak Hills Church (OHC) Campus by implementing the OHC Ministry Plan with families, with an emphasis on High School & Junior High Students.

II. **Primary Duties and Responsibilities:**

1. Promote the OHC Family Values and cast vision to the Campus for investing in families through active discipleship and equipping.
2. Contributes to the implementation of the OHC Student ministry plan by encouraging, motivating, and serving as an example to students, parents, and volunteers.
3. Collaborate with the Student Minister in the development, implementation and evaluation of weekly Campus programming and events such as worship gatherings, small groups, and serving opportunities.
4. Assist in the coordination and implementation of Church-wide ministry strategies and events to reinforce student discipleship and faith development. Help lead student: 1) retreats; 2) camps, 3) local & global mission projects, and, 4) Family Milestones celebrations.
5. Provide assistance in the timely processing of volunteer applicants.
6. Assist in the recruitment, and equipping of Student Ministry lay-leaders.
7. Assist Minister with weekend services and pastoral ministry duties such as, baptisms, hospital visits, coordinating counseling and prayer as needed.
8. Engage the community and the schools providing an opportunity for students to be leaders on their campus and in the community.
9. Provide service opportunities for students to serve in the community and neighborhood.
10. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. One (1) to two (2) years experience working with middle school and/or high school students.
2. Bachelor’s and/or Graduate degree. Ministry, Biblical Studies or related field preferred.
3. Experience can substitute for education.
4. Current Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

## **Student Ministry Associate (continued)**

### **IV. Knowledge and Abilities**

1. Knowledge and understanding of adolescent learning and development stages.
2. Knowledge and ability in personal/ project management principles, administration practices, organization techniques, and methodologies.
3. Knowledge and experience with expense tracking/reporting and administration.
4. Knowledge in relational intelligence, grace and cross cultural sensitivity.
5. Ability in developing leaders and team members for effective ministry.
6. Ability to communicate clearly and effectively through both verbal and written means.
7. Ability to establish and maintain effective working relationships.
8. Ability to build and promote a team culture through relational collaboration and motivating team members.
9. Ability to plan, organize projects and prepare detailed reports and presentations.
10. Ability to use computers and a variety of software applications.

### **V. Physical Requirements and Working Conditions**

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

### **VI. OHC Staff Expectations**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

**Revised: Aug 2017**