

JOB DESCRIPTION

Student Ministries Missions & Small Groups Coordinator

Reports to: Pastor of Student Ministries
Employment Status: Exempt (Minister)
Membership: Required to be a member upon hire

POSITION SUMMARY

The Student Ministries Missions & Small Groups Coordinator is a Christ-centered individual, strong and growing in his or her faith, a student of the Bible, “above reproach” (1 Timothy 3 and Titus 1), and active in the church. He or she should be currently demonstrating a “missional” life and have a passion for seeing The Bridge be connected in community, and effectively serving out in the community—all in pursuit of a genuine, authentic relationship with Jesus Christ. The candidate should be relationally driven and passionate about equipping the church for missional living. He or she demonstrates an externally focused life, applying their own God-transformed life to impact the lives of others.

This position is responsible for all aspects of the Student Small Group Ministry and Missional Opportunities. Primary responsibilities include teaching and preaching the Word of God in a Student Ministries small group setting. The Missions & Small Group Coordinator will oversee the planning and execution of Student Ministry missional opportunities to spread the Word of God. This position will also oversee the Student Ministry intern and apprentice program including biblical training, spiritual mentorship and supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Actively support and implement the church wide vision through entire ministry area
- Must recruit spiritually mature small group leaders to spread the gospel and raise disciples through our small group ministry
- Must shepherd and spiritually support through prayer and counsel all small group leaders
- Responsible for small group leader recruitment, training, development
- Must be available to answer all spiritual and or biblical questions for leaders
- Oversees Student Ministry apprentices and interns
- Must teach biblical principles and faith principles to apprentices and interns
- Responsible for coordination, scheduling and tracking of small groups
- Develop, select and implement small group biblical curriculum for students
- Plan and execute outreach opportunities including local and global mission trips to spread the gospel
- Baptize students as required
- Assist in developing and implementing activities to strategically reach students to expose them to the gospel
- Prepare bible lessons and teach high school and junior high school students as necessary
- Meet with adult leaders, students and parents on an as needed basis
- Meet weekly with the Student Pastor and the Student Ministries Team for ministry planning
- Assist in the planning and execution of student meetings and events
- Attend youth activities as required, including evenings and weekends
- Attend Bridge staff meetings
- Perform other director and pastoral duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to The Bridge's missions statement, values and confessions of faith
- Must be able to uphold and support the mission statement, values and confessions of faith
- Bachelor's degree in biblical studies or related field
- Extensive ministry experience and biblical training will be considered in lieu of degree
- Large church ministry experience highly desired
- Track record of reliability, dependability and conscientious work habits
- Ability to shepherd the believer, communicate God's Word to the believer and non-believer
- Ability to teach and preach the Word of God to 6th to 12th grade students
- Ability to communicate effectively and resolve conflict
- Ability to organize and prioritize effectively
- Ability to travel inside and outside the United States for extended periods of time
- Proficient in Google Apps, Planning Center Online, Asana, Microsoft Office and Excel
- Ability to apply discretion and trust keeping strict confidentiality
- Ability to organize and prioritize effectively
- Excellent organizational, managerial, and problem-solving skills with the ability to communicate orally and in writing
- Ability to balance a variety of tasks and demands
- A passion for missions and small group ministry
- A heart's desire to spread the Word of God
- A passion for 6th to 12th grade students, and a proven ability to relate to this age group
- Outgoing and approachable

ABOUT THE BRIDGE

The Bridge is an externally-focused church seeking to embrace our "sending" by Christ into our community and world in order to see people redeemed and transformed for His glory. Our mission statement is: "Inviting the striving to something really real." Guided by the Holy Spirit, we are a people who are a manifestation of the gospel and who seek to become stewards of the transforming message of God's love and grace as we invite God to invade and inhabit every moment of our lives.

Founded in September 2003, The Bridge has sought to grow primarily through salvation. Currently, our total attendance (including the children's program) is 2,300 on a given weekend—and we continue to grow. The Bridge desires that all of our attendees become true disciples of Jesus Christ. Discipleship is about living out a life of radical obedience to Christ and being transformed by His Word through His grace. At The Bridge, people experience that life transformation and an ever-deepening relationship with Christ through "Big Group" (main worship service) "Small Group" (weekly community groups meeting in homes) and "No Group" (personal devotional time in God's Word).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit;



and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.