
Student Ministries- Associate of Ministry Programming

Job Description

2018-19

Position: Associate of Ministry Programming

Ministry: Student Ministries

Reports To: Director of Student Ministries

Hours: Part Time, 25 hours/week

Position Summary: The Student Ministries Programmer is the coordinator of RSM Large Group programming. This role provides **support, organization and leadership** for student ministries **Programing Team Leaders** in preparation for ministry programs. This includes maintaining good relationships with team leaders, providing consistent communication weekly in managing and directing team leaders, problem solving, and holding green room meetings. This role also ensures that all resources necessary for leadership and implementation of high school and middle school programs are present and in order.

Primary Responsibilities:

- Partnering with the student ministries team to plan and implement high school and middle school programs
- Identify, invite, train, and deploy lay leaders in each area of programming
- Provide oversight for Planning Center organization, scheduling , and reminders
- Construct and review Planning Center for the student ministries programs. This information should be reviewed briefly in the Sunday Greenroom previous to students arriving to program.
- Ensure all media, slides, and illustration materials are uploaded into ProPresenter and available prior to programs.
- Ensure social media presence weekly as corollary to upcoming or past series and events
- Support team leaders (Worship, Tech, Culture Team, Set-up) to ensure high school and middle school program vision and plan is implemented.
- Serve as a point for teachers/ worship leaders and/or any team needs if there are changes to the program.
- Inform leaders of any last minute changes that might affect their particular piece (If changes are made in advance, the leaders should be notified by the Programmer).
- Be present 2 hours prior to program start on Sundays to oversee preparation
- Attend all staff leadership meetings as scheduled by Ministry Director
- Attend all core team meetings

Qualifications Required:

- Bachelor's degree in Education, Communications, Business, Ministry or related field
- Minimum 2 years' experience in ministry program development/support or related field
- Devoted Christ-follower
- Proven character and good reputation
- Heart for students
- Ministry mindedness and kingdom perspective
- Training in Planning Center and ProPresenter programs

Qualifications Desired:

- Helpful gifts for this role include: Administration, Leading, and Serving.

Working Hours and Conditions:

This position is 25 hr/week (TBD). Work days/hours are somewhat flexible – to be determined with candidate in hiring process. Overtime from special events, holidays or seasonal fluctuations to be compensated by time off.

Working environment

Works in an open or office setting in the GFC office suite with desk, computer, phone and files close by.

Travel requirements and expectations

Occasional one day offsite staff meetings, several times a year. Mandatory multiple-day staff retreat, once a year.

Other GFC All-Staff Expectations:

- Attend weekly all-staff meetings (Thursday mornings – approx. 1.5 hr)
- Use Outlook software to integrate work schedule, reply to meeting requests, etc.
- Respond to voicemail requests within 24 hours
- Participate in several mandatory “All Hands on Deck” events:
 - GFC “Home” Decorating Party for Christmas 2018
 - Christmas take down decorations party
 - Christmas Eve Services
 - Easter Services
- At weekend services, save parking spaces closest to facility for guests & members

Salary:

Varies based on experience and capability. To be discussed in hiring process.