



# FIRST PRESBYTERIAN CHURCH of Wheaton

*Inviting all generations into a growing life with Jesus Christ*

## Ministry Job Description

**Title:** Director of Student Ministry

**Purpose:** Lead First Presbyterian Church's Student Ministry for grades 6 – 12

**Summary:** Provide overall leadership for the church's Student Ministry program, including growing youth involvement, adult leadership recruitment, program and curriculum development, envisioning new ministry opportunities, fostering fellowship among youth, their families and the congregation, and creating a safe and vibrant space for students.

### Responsibilities:

1. Provide leadership and planning for weekly High School (WF) programs, including Sunday evening program and midweek boys'/girls' small groups.
2. Provide leadership and planning for weekly Middle School (Genesis) programs, including Sunday morning and midweek programming (in collaboration with the Director of Kids Ministry).
3. Organize and lead High School special events, including fall and winter retreats, one-week summer mission trip (national and international), Youth Sunday, fellowship events, service projects and fundraisers.
4. Organize and lead Middle School special events, including fall and winter retreats, summer mission/camp opportunities, fellowship events, service projects and fundraisers.
5. Coordinate the year-long Confirmation process for 8<sup>th</sup> – 9<sup>th</sup> graders in collaboration with the Pastoral staff.
6. Attend weekly staff meetings and provide regular updates on the ministry.
7. Spend time relationally with students outside of programming and participate in other church activities in order to build relationships with the congregation.

### Relationships:

- Accountable to the Pastor/Head of Staff.
- Member of the Program Staff.

**Qualifications:**

- Belief in Jesus Christ as his/her Lord and Savior
- Passion for Student Ministry
- Experience with Student Ministry or in an educational environment
- Ability to develop student leaders
- Strong communication and interpersonal skills; an ability to engage with both youth and parents
- Leadership and management skills, including recruiting and coordinating volunteers
- Strong organizational, planning and budget management skills
- Proficiency with technology and social media
- Familiarity with the Presbyterian Church (USA)
- Bachelors' Degree preferred

**Position and Benefits:**

- The position is full-time and all portions of the Personnel Policy pertaining to non-ordained staff apply.
- Health coverage available.
- Paid time off.

**Interested Candidates:**

Please submit cover letter and resume electronically to:

Debbie Veal – Office Manager  
[dveal@firstpreswheaton.org](mailto:dveal@firstpreswheaton.org)