THECOMPASSCHURCH

Job Description

Position: **Student Ministries Coordinator, Bensenville Campus**

Reports to: **Associate Pastor**

Schedule: **Part-time /** Hourly, Non-Exempt (1,200 hours per fiscal year)

Employment Classification: Coordinator/Manager (C)

Job Summary

This position reports to the Associate Pastor and serves the mission of *Helping People Find & Follow God* by leading Student Ministries for Junior High (6th-8th Grade) and High School (9th-12th Grade) students at the Bensenville Campus. The Student Ministries Coordinator provides biblical teaching, spiritual direction and pastoral care while developing student and adult leaders and partnering with families to help students grow as disciples of Jesus Christ.

The position requires regular availability on Thursday evenings and Sundays, along with occasional additional evening, weekend and overnight commitments for retreats, camps, mission trips and other ministry events.

Duties & Responsibilities

Responsibilities include, but are not limited to:

Student Ministry Leadership

- Plan and lead Thursday evening groups and Sunday gatherings that help students follow Jesus, build meaningful relationships and reach others.
- Prepare and teach biblically grounded, relevant lessons that connect Scripture and faith to students' everyday lives.
- Build relationships with students through gatherings, small groups and significant life moments, creating a welcoming environment where students feel known, valued and supported.
- Provide spiritual direction and pastoral care to students as appropriate, involving parents, ministry leadership or other church Staff when needed.
- Develop student leaders and encourage students to serve within Student Ministries and the broader church.

Volunteer Leadership & Development

- Recruit, equip and empower adult volunteer leaders to facilitate groups, disciple students and share ministry responsibilities.
- Build relationships with volunteers, provide ongoing encouragement and support and help them grow in their ministry effectiveness.
- Coordinate volunteer involvement and responsibilities for weekly gatherings, events and other ministry activities.

Events & Ministry Coordination

- Plan and coordinate retreats, camps, service projects, outreach events and short-term mission trips.
- Collaborate with Student Ministries Staff across Campuses to coordinate shared events, resources and ministry initiatives.
- Coordinate event logistics, including registration, scholarships, venues, contracts, transportation, lodging and payments, in collaboration with appropriate church Staff.
- Prepare and maintain event documentation, including travel rosters, emergency contacts, medication information and lodging assignments.
- Communicate event details, expectations and necessary information clearly to students, families and volunteers.
- Coordinate weekly facility and resource reservations to support ministry activities.

Communication & Information Management

- Communicate regularly with families through emails every two weeks and provide weekly text reminders regarding gatherings and upcoming events.
- Send weekly volunteer updates and coordinate event promotions and registration with Communications and IT Staff.
- Maintain the ministry calendar, Rock database and attendance records.
- Prepare monthly attendance reports and additional reports as needed.
- Maintain accurate ministry and event information while exercising appropriate discretion with sensitive student and family information.

Budget & Administration

- Assist with ministry budgeting, forecast and monitor expenses and process payments for trips and events in accordance with church procedures.
- Coordinate event registrations, scholarships and related administrative processes.
- Collaborate with Campus Staff to align Student Ministries activities with the mission, vision and priorities of The Compass Church.
- Attend weekly Campus Staff Meetings.
- Perform other duties as assigned.

Required Skills & Abilities

Qualifications

- Experience working with students in a ministry or related setting.
- Strong leadership, biblical teaching and relationship-building skills.
- Excellent written and verbal communication skills, including the ability to communicate effectively with students, families, volunteers and Staff.
- Ability to connect with students from diverse backgrounds and develop adult volunteers and student leaders.
- Strong organizational and time management skills, with attention to detail and the ability to manage multiple events and responsibilities.
- Initiative, creativity and strategic thinking, with the ability to work independently and collaboratively.
- Ability to exercise sound judgment, maintain appropriate confidentiality and respond effectively to routine ministry challenges and conflict.
- Basic proficiency in Microsoft Office, including PowerPoint and the ability to learn and use Rock, Planning Center and other church software.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment. If married, the employee's spouse is also expected to become a member.
- Attend monthly All-Staff meetings.

Physical Requirements

- Ability to stand, walk and move throughout church facilities during gatherings and events.
- Ability to sit and work at a computer for administrative and communication responsibilities.
- Frequent use of standard office equipment and electronic communication tools.
- Occasionally lift and carry items weighing up to 25 pounds, including supplies and event materials.
- Ability to participate in ministry activities in indoor and outdoor settings and travel to off-site events, retreats, camps and mission trips as required.