



Position: Student Ministries Coordinator, South Naperville Campus

Reports to: Campus Pastor

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

Employment

Classification: Coordinator (C)

Job Summary

This position reports to the Campus Pastor and is based at the South Naperville Campus. The Student Ministries Coordinator serves the mission of *Helping People Find & Follow God* by partnering in the leadership and daily operation of Student Ministries for Junior High (Grades 6–8) and High School (Grades 9–12). This role provides organizational, relational and logistical coordination while helping create environments where students grow in their faith, build meaningful relationships and engage with the church community.

The position requires regular participation in Student Ministries gatherings, weekend services and occasional evening and weekend commitments for events, retreats and ministry initiatives.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Student Ministries Support

- Partner with the Campus Pastor to support the vision, strategy and execution of Student Ministries programs and initiatives.
- Assist with planning, coordinating and executing weekly gatherings, retreats, service projects, outreach opportunities and special events.
- Support weekly Student Ministries programming by coordinating logistics, preparing ministry environments and ensuring activities operate effectively.
- Collaborate with Campus staff and ministry leaders to provide a consistent and meaningful Student Ministries experience for students and families.
- Communicate effectively with students, parents, volunteers and church leadership through email, SMS, social media, announcements and other digital communication tools.

Volunteer Leadership

- Assist with recruiting, onboarding, training, equipping, scheduling and encouraging adult and student leaders serving within Student Ministries.
- Foster healthy volunteer relationships through ongoing communication, appreciation and leadership development.
- Ensure volunteer applications, background checks and required documentation remain current and compliant with church policies.

Ministry Administration & Event Coordination

- Manage event and trip registrations, including required forms, waivers and participant information.
- Coordinate event logistics, including contracts, payments, transportation, schedules, lodging and other required arrangements.
- Submit requests for promotional materials, website events, registrations and facility reservations.
- Assist in developing and managing the Student Ministries budget by monitoring expenses and practicing responsible stewardship of ministry resources.
- Process payments and financial requests related to trips, events and ministry activities.
- Maintain Student Ministries calendars, group rosters, attendance records and ministry documentation.
- Maintain compliance with Student Ministries policies, procedures and safety standards.
- Perform other duties as assigned.

Required Skills/Abilities

Qualifications

- Strong organizational, administrative and time management skills with attention to detail.
- Excellent interpersonal, written and verbal communication skills.
- Ability to build meaningful relationships with students, parents, volunteers and staff.
- Ability to coordinate multiple projects, events and deadlines in a fast-paced ministry environment.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Ability to learn and effectively use church management software, registration systems and ministry technology.
- Self-motivated with the ability to work independently while collaborating effectively with others.

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.
- Attend weekly Campus/ministry staff meetings.
- Attend monthly All-Staff meetings.

Physical Requirements

- Ability to move throughout ministry spaces while actively engaging with students, families and volunteers.
- Ability to remain standing and walking for extended periods during ministry gatherings and events.
- Frequently lift, carry and move ministry supplies and equipment weighing up to 25 pounds.
- Ability to set up and tear down ministry environments as needed.
- Prolonged periods of sitting and working at a computer when performing administrative responsibilities.
- Frequent use of standard office equipment.