

Student Ministry Coordinator Job Description

Reports to: Student Lead

Purpose: Assists Student Lead in giving direction, organization, care, and general leadership to the student ministry in order to build a movement of engaged disciples within CF Downingtown and the surrounding community.

Relates to: Student Team, Adult Volunteers, Students

Gives oversight to: Sunday & Wednesday Student Services

Essential Responsibilities:

- Direct the planning, scheduling, execution, and evaluation of the student activities in the church for Sunday & Wednesday student programming times.
 - Coordinate the scheduling and administration of the activities in the gym and/or loft for Wednesday night
 - Be responsible for providing the resources for any scheduled activities.
 - Notify student coaches of player scheduling for Sunday services
 - Help facilitate the Sunday programming in the areas of production, icebreaker, announcements, and check-in/greeters
 - Identifies and welcomes new students and enters their data in PCO
 - Provides an initial orientation to the ministry and gives a guided tour of the student spaces
- Mobilize, lead, and coach student coaches.
 - Continued identification and utilization of leadership.
 - Gives regular direction and coaching to student leaders.
 - Create an environment among these leaders of shared resources, ideas, and practices.
- Work closely with the Student Lead to create an environment within CF Downingtown that supports student group involvement.

Skills and Abilities:

- Faith posture, servant leadership, kingdom minded
- Strategic Minded
- People oriented
- Ability to lead change with vision
- Resourceful (dynamic determination, intellectual flexibility)

Specific Weekly Tasks:

- Wednesday Night Program
 - Facilitate Wednesday night (6:15 pm) student coaches meeting
 - Sunday morning program
 - Helps Student Coordinator & Coaches function
 - Facilitate pre-service gym game
 - Obtains a count of the students present and enters that into Basecamp
 - Interaction with the students to build relationships
- Sunday Morning Program
 - Ensure all aspects of programming are covered (Production, Icebreaker, Announcements, and Greeters/Check-In)
 - Obtains a count of the students present and enters that into Basecamp
 - Interaction with the students to build relationships
 - Contribute to/be small group leader
- Communications
 - Email review
 - Basecamp review
 - Priority list
 - To-Dos list
 - Events/Projects upcoming
 - Messages received
- PCO - Planning Center
 - Review Checkin from previous night, look for data integrity issues (students unable to complete checkin due to missing data in their profile)
 - Send Wednesday night student/adult attendance to Office Manager
 - Wednesday Night Services scheduled
 - Minimum of 6 weeks
 - Players and coaches notified who scheduled and when, confirmed
 - Icebreaker, announcements, checkin/engagers, teachers
 - Worship team scheduled (coordinate with worship lead)
 - Pre-Service Gym Games
 - Pre service loop graphic created for upcoming events
 - Sunday Morning Services scheduled
 - Minimum of 6 weeks
 - Players and coaches notified who scheduled and when, confirmed
 - Icebreaker, announcements, checkin/engagers, teachers
 - Create registrations for upcoming events, ensure on PCO calendar
 - Coordinate with other ministries that use shared spaces (ex: gym)
 - Contacts Facilities Manager to communicate

- Scheduling
 - Calendar in PCO updated with coming events
 - Room requests made to facilities through PCO for all events
 - Pre-Program Preparation
 - Check supplies for upcoming activities and events
 - All receipts provided to Student Lead daily
 - Gloop App messages sent to notify students of upcoming events, links provided
 - Ensure Loft, Underground, Grotto, Game rooms are clean and set up
 - Assist Student Lead with preparing for Student Leadership Meeting (first Wed of the month)
 - Social media posts - working with Comm's Table lead

Summary of Coordinator Responsibilities and hours attributed: (rough estimates)

Sunday services (7am to 12pm) **5 hrs**

Wednesday programming (4:30pm to 8:30pm) **4 hrs**

Wednesday staff meeting (1pm to 2pm) **1 hr**

Thursday youth programming meeting (1pm to 2:30pm) **1.5 hrs**

Tuesday 1 on 1 with Youth Lead meeting (11am to 12:30pm) **1.5 hrs**

Bible study, check-in, discipleship time with Youth Lead **1 hr**

Sunday services pre planning **2 hrs**

Wednesday programming pre planning **2 hrs**

Planning meeting with youth intern coordinator **1 hr**

PCO scheduling, recruiting speakers, People/Check-In data entry/integrity/review **2 hrs**

Event pre planning and coordination of volunteers **3 hrs**

Communications to students/parents **1 hr**

Coordination with other ministries for building usage, room planning, future events **2 hrs**

Social media pushes **2 hrs**

Research and purchase of resources/prizes/snacks for programming **3 hrs**

Relationship building with students and parents **3 hrs**

Coordination with worship team for rehearsals, music in pro presenter **2 hrs**

Purchase accounting/tracking budget expenses **2 hrs**

Email/Basecamp **1 hr**

Total = 40hrs

****Specific days when each responsibilities performed to be determined as the needs dictate order of prioritization.***

****Coordinator will track how much time they are spending doing each responsibility to ensure efficiency of the tasks, accuracy of time needed to complete assigned tasks, and if any adjustments need to be made.***