



Jr. High Student Ministry Coordinator Job Description

Title: Jr. High Student Ministry Coordinator

Each church's ministry includes a commitment to Four Pillars:

1. Unapologetic Preaching: Preaching the authority of God's Word without apology. (2 Timothy. 4:2)
2. Unashamed Worship: Lifting high the name of Jesus Christ in worship. (John 4:24)
3. Unceasing Prayer: Believing firmly in the power of prayer. (Ephesians 6:18)
4. Unafraid Witness: Sharing the Good News of Jesus Christ with boldness. (Ephesians 6:19-20)

Position Objective: to work with the Jr. High Director to lead and develop life-giving and life-changing ministries for grades 5th – 8th at Harvest Bible Chapel Peoria.

Commitment to the Vision of Harvest Bible Chapel Peoria:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Harvest
- Work for Christ by faithfully serving in the ministries of Harvest as makes sense based on age and life situation
- Witness of Christ by regularly being part of the outreach ministries of Harvest, and by personally sharing their faith with others.

Spiritual & Character Qualifications:

The Student Ministry Coordinator should:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be a self-starter with drive, passion, and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Must be a member of Harvest Bible Chapel of Peoria or become one as a part of the hiring process.

Professional Qualifications or skills:

- Enthusiasm for the doctrine, vision, philosophy of Harvest Student Ministry
- Assist in recruiting volunteers and developing leaders
- Proficient at Microsoft Word, Excel, Publisher
- Able to become proficient with the church database (Fellowship One)
- Very detail oriented with the ability to multi-task
- A Bachelor's Degree is preferred from an accredited Christian University or Bible College.

Position description:

The responsibilities of Student Ministry Coordinator involve the following:

- Manage and Update Fellowship One, Planning Center, and Service U for Jr. High ministries
- Coordinate and assist in weekly Student Ministry programs
 - Sunday morning Fuse
 - Wednesday Evening Fuse/Fuel
- Assist and participate during Student Ministry events
- Participate in the discipleship of Jr. high students (i.e. I-Group leader)
- Coordinate details of Student Ministry events (Revive, Camps, etc.)
- Assist in analysis of Student Ministry events and programs
- Manage communication to parents and students
- Assist in volunteer process (application, background check, etc.)
- Carry out other assignments as directed by the Senior Pastor or Family Ministry Pastor
- Pursue personal, spiritual, and professional growth

Summary of Qualifications:

This person must be spiritually mature, have a heart for Jr. High students, and be flexible, and able to multi-task in order to carry out the many facets of student ministry at Harvest Bible Chapel Peoria. The Student Ministry Coordinator will work under the leadership of the Jr. High Director and Family Pastor.

This role is an essential ministry function of Harvest Bible Chapel of Peoria, which is necessary for the fulfillment of the Great Commission and the ministries religious, charitable, and educational purpose as set forth in Article I of the Bylaws.

Salary and Benefits:

- This is a full-time salary position (45+ hours)
- A competitive salary and benefits package commensurate with experience will be provided.
- Serious candidates should send a cover letter and resume to:

Kent Smith, Associate Pastor
 Harvest Bible Chapel of Peoria
 Attn: JR High Student Ministry Coordinator
 401 Cimmeron Dr.
 East Peoria, IL 61611

Or email to: ksmith@harvestpeoria.org