**Position Title:** High School Associate Director  
**Location:** Believers Fellowship, Gig Harbor, Washington  
**Employment Type:** Full-Time  
**Reports to:** Student Ministry Director, Staff Director, and Elders

### 

**Organizational Mission Statement:**

Our mission at Believers Fellowship Student Ministry is to help students own their faith, become disciples who make disciples, and equip families to raise students to do the same.

### **Job Summary:**

Believers Fellowship is seeking a biblically-trained, Christ-centered High School youth ministry Associate Director for Believers Fellowship Student Ministry, to lead and nurture the spiritual growth of students in grades 9-12. This passionate and dedicated individual will also minister to parents, oversee midweek youth group events, plan special events, and develop student leaders and adult mentors for various ministry roles. The ideal candidate will be a dynamic communicator, an inspirational leader, and a compassionate mentor, fostering an environment where youth can explore their faith, build strong relationships, and serve their community. This role is accountable to the Student Ministries Director.

### **Key Responsibilities:**

* Minister to students, parents, and adult mentors.
* Oversee, plan, and teach at mid-week high school gatherings.
* Plan and oversee special events with administrative support.

### **Primary Objectives:**

* Seek out and love students where they are, providing hope and encouragement to parents.
* Recruit, train, and equip adults and student leaders to serve students.
* Create an environment where students can connect with God, friends, and caring adults.
* Provide opportunities for students to be mentored and grow in their relationship with Christ.
* Challenge students through biblical teaching that consistently reveals the gospel, encouraging them to be disciples of Christ.
* Meet regularly with the Student Ministry Director and staff for guidance and evaluation.
* Lead the congregation toward greater spiritual maturity, love for God, and love for others.
* Maintain a mentality of humility and personal growth in both ministry and in your relationship with Christ.

### **Specific Responsibilities:**

* **Minister to Students and Leaders:**
  + Love students where they are, helping them first understand the gospel and then guiding them in their next steps of faith.
  + Engage with students in their environments (schools, sporting events, coffee shops) and invite them to share life with you.
  + Consistently seek and recruit student leaders and adult mentors to serve in your ministry.
  + Provide scheduled, regularly-occurring training to equip and encourage leaders to thrive in discipleship.
  + Communicate regularly with parents, offering tools to help them be the primary spiritual leaders in their students' lives.
  + Plan parent training, that could include as an example, at least two “Parent Nights” annually to support and equip parents.
* **Oversee Midweek Youth Services:**
  + Plan, prepare, and execute mid-week services, including setting up worship elements (stage, music, media), leading rehearsals, and preparing a 20-minute message that fosters dialogue in small groups.
  + Develop small group curriculum and distribute it in advance for leaders to prepare.
  + Plan small group outings and empower mentors to connect with students outside the church environment.
  + Organize large group activities (e.g., Valentine’s Special, Christmas parties, gender-specific events-Mother/Son, Father/Daughter, girls/boys-only, etc.).
* **Plan and Oversee Special Events:**
  + Manage an accurate annual budget aligned with the needs of the High School Ministry.
  + Develop and evaluate a yearly calendar that balances family time and budget considerations.
  + Plan special events to foster spiritual growth, service opportunities, and community among students.
  + Coordinate school-year events (e.g., Winter Retreat, Service Projects, Annual Auction, worship events) and summer events (e.g., Senior Trip, Summer Camp, Mission Trip).
  + Recruit and mentor summer interns.
* **Pursue Personal Spiritual Growth:**
  + Engage in professional development through conferences, reading, classes, etc.
  + Participate in a Life Group, or the like, for community and spiritual growth outside of ministry.
  + Meet with a missionally-aligned mentor monthly for personal accountability.
  + Attend Believers Fellowship worship services.

### **Working Conditions:**

* 40-hour work week.
* Ability to travel for retreats, mission trips, and various staff and youth activities.

### **Minimum Qualifications:**

* 3 years’ experience in similar role
* Bachelor’s degree, Biblical studies degree concentration

**Preferred Qualifications:**

### Five years’ experience in similar role

* Experience overseeing volunteers within church ministries
* Bachelor’s degree, Biblical studies degree concentration with Youth or Counseling emphasis

Qualified candidates should submit the following:

* A cover letter expressing their passion for youth ministry and vision for the role.
* A current resume highlighting academic background in biblical training, relevant experience and qualifications.
* Contact information for two professional references (non-family) who have supervised you working with minors, as well as three character references (non-family)
* Send applications to [jonathan@believersfellowship.net](mailto:jonathan@believersfellowship.net)

*Background Check. Any resultant offer of employment to candidates is contingent upon a satisfactory verification of criminal, education, driving, references and/or employment background. Offers can be rescinded based upon data received in the verification.*