

Job Description

Position Title **Part-time Director of Student Ministries**
Grace Chapel, Foxboro Campus – 20-24 hours per week

**About the
Foxboro Campus**

Grace Chapel is a non-denominational, multicultural church with campuses in five communities: Lexington, East Lexington, Wilmington, Watertown, and Foxboro. We are connected by one Elder Board, one Statement of Faith and Constitution, and a shared sermon most Sundays.

In 2015, Foxboro Bible Church asked Grace Chapel to consider taking over their property on the corner of Mechanic and Chestnut streets in Foxboro. Their hope was that God would use Grace Chapel to reinvigorate the property and use it to advance God’s Kingdom in New England. Over many months, Grace Chapel members and leadership prayed, discussed and waited on God for what they should do. In 2016, it became clear that God was sending clear direction to make the property Grace Chapel’s fifth campus.

Our prayer is to launch this new campus in the Fall of 2017 as a fully functioning church with 150-200 core members serving in the areas of Prayer, Children and Students, Worship, Welcome, Life Communities and Outreach.

**Purpose of
Position**

The purpose of this position is to provide vision and leadership for student ministry at our Grace Chapel Foxboro Campus. Central to the vitality of this campus will be the establishment of a student ministry which will reach out to and make disciples of middle and high school students, both inside and outside the church.

The leader of Student Ministry (SM) is someone with a passion for middle school (MS) and high school (HS) students and a strong desire to share the good news of God’s grace with them. This director will be an individual who is comfortable growing a new ministry and is committed to develop, support, and manage a ministry structure that will empower volunteers to invest in students.

Candidate Attributes

Maintaining spiritual health through private disciplines is an integral part of ministry and essential to any position at Grace Chapel. To be effective in this role, a successful candidate for this part-time position will be a growing Christ-follower who possesses many of the following core gifts and passions:

1. **Pastor/Shepherd:** A love and passion for MS and HS students and their parents; a call to see students' lives transformed into Christ-likeness; and a desire to create authentic community among them. Strong relational skills.
2. **Communicator:** An individual with the ability to teach, and communicate effectively in multiple settings with students, volunteers, and parents.
3. **Leader:** A gifted and energetic team-builder and inspirational leader who can cast a clear and compelling vision for SM; effectively identify, develop, and equip a team of volunteer leaders and provide on-going support and nurture of these leaders.
4. **Theological Depth:** A continuous learner with a strong theological foundation and biblical understanding that enables the individual to apply relevant biblical truth to the lives of MS and HS students. (educational training in biblical studies and/or student ministry preferred.)
5. **Team Player:** An individual who is energized by the unique opportunities afforded by serving on a large church staff and contributing to church-wide ministry initiatives, while working hand in hand with the Campus Pastor to build the infrastructure and ministry for the FOX campus.
6. **Outreach:** A passion to reach out to students who are not yet Christ-followers; the ability to share the gospel in ways that are relevant to their lives; and a missional understanding of the gospel.

Key Working Relationships

The Director for SM will report directly to the Campus Pastor of the Foxboro Campus and indirectly to the Pastor of Next Gen Ministry. This person will seek to create a consistent and well-integrated student ministry environment. The Director will collaborate both with the Student Ministry Staff Team and the Next Gen Staff Team for all campuses. They will work together to ensure the coordination of retreats, Cross Cultural Learning Experiences, camps, and special events. The Director for SM will supervise any SM interns. SM is supported administratively by the MTC for Student Ministry.

**General
Responsibilities**

The part-time schedule includes serving one or both hours (if necessary) on Sunday morning as well as midweek preparation, developing of relationships, and staff/team meetings. General duties include:

- Leadership of the overall ministry to students on the Foxboro Campus of Grace Chapel
- Supporting, training, and resourcing volunteers for Sunday morning MSM/HSM
- Inviting new volunteers into ministry
- Supporting small group leaders
- Working in relationship with the Children's Ministry Staff to welcome incoming middle school students
- Providing smooth transitions for 8th graders into high school, as well as providing support and connection for graduating seniors.
- Participating in the staff life, responsibilities, and activities of the church as time allows.

**Specific
Responsibilities**

Communicate vision, mission and values of Student Ministry

- Ensure programmatic consistency in volunteer training
- Empower leaders through clearly articulated vision, purpose and goals.
- Engage parents through support roles and/or occasional events, supporting them to be the primary disciplers of their young people.
- Provide organizational leadership and accountability for the SM planning, budgeting, and implementation of programming.
- Serve as an active team member of the Next Gen Team, attending Student Ministry and NextGen Team meetings as available.

Create engaging learning environments for Sunday, midweek, and summer programs

- Identify, invite, and train small group leaders for MSM/HSM.
- Work in partnership with the SM Staff Team in designing curriculum for student ministries.
- Plan and execute programming for Sunday mornings and midweek house groups to include worship, teaching, small groups, games, etc.
- As available, and in partnership with Student Ministry Staff Team, participate on 1-2 student ministry retreats each year.

- Participation in occasional outreach and community building events.
- As available, assist in student preparations for participation on a CCLE and/or inviting students to attend summer camp.
- Work in partnership with NextGen team for implementation of Child Protection Policy, Safe Church Guidelines, and any other means to ensure the health and safety of our young people.

Develop volunteer student ministry leaders

- Support and encourage current volunteer staff
- Identify experienced ministry leaders and cast vision and goals
- Equip leaders and provide ongoing enrichment
- Establish training/appreciation opportunities for volunteers.

Relational Ministry

- Build relationships with and engage students with the gospel in evangelism and discipleship
- Mentor interns in relational student ministry
- Meet with and support volunteer leaders and parents

Qualifications

The ideal candidate will be experienced in Student/Youth Ministry as either a long-term volunteer or paid staff member with these additional qualifications:

- Background in child/adolescent development
 - Team building leadership style
 - Strong Biblical knowledge
 - Proven success at inviting and training volunteers
 - Ability to organize and work independently
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**Submission
Process**

If after prayerful consideration you would like to be considered for this part-time position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following items in electronic format only to resumes@grace.org (no phone calls please):

- A current resume
- A cover letter briefly describing your faith background and the reason for your interest in this position

You will receive an email confirming our receipt of your submission.
