



Position Title:	<b>Student Ministry Associate Director</b>	Reports to:	Student Ministry Director
Compensation Basis:	Salary	Direct Reports:	Summer Interns
Standard Hours:	40 hours per week	Ministry Target:	6-12 <sup>th</sup> grade Students and their families

**Position Description:** The Associate Director works with the Student Ministries Director in the oversight, planning, and implementation of ministry to students at Lakeway Church. This position is also responsible for building and fostering relationships with students, their families, and lay leaders with the goal of engaging students' hearts and minds for a relationship with Jesus and to lead them toward a life fully devoted to God.

**About The Lakeway Church:** We are a Bible based, non-denominational church that seeks to proclaim the Word of God and lead those who receive it to become fully-devoted followers of Jesus Christ by equipping them to walk daily with God. To this end we encourage passionate worship, authentic fellowship, spiritual maturity, sacrificial outreach, and respectful evangelism as marks of The Lakeway Church. To learn more about our church, please visit [www.lakewaychurch.org](http://www.lakewaychurch.org).

**Primary Responsibilities:**

**Organizational Leadership**

- Create welcoming environments where students can enjoy shared experiences, have fun, and build friendships
- Provide leadership, planning, and curriculum for weekly student worship services, programming, and small groups
- Lead large group teaching times on a rotating basis and facilitate small group discipleship interactions
- Recruit, support, and train lay leaders to serve with our student ministry
- Extend our ministry of Christ's love through outreach and evangelism to students in the Lake Travis school district
- Maintain accurate attendance records, room usage, and expenditures
- Oversee security measures and safe church policies to ensure each students welfare
- Plan, execute, and evaluate student events and trips (Mission Trips/Retreats/Service Projects/Special Events and Programs) in conjunction with the Student Ministry Director

**Relational ministry**

- Build Christ-centered relationships with students and their families
- Invest significant time in contact work with students by attending sports games, school lunches, and extracurricular activities
- Cultivate spiritual community among students, fostering a place where they feel they belong
- Pursue unchurched or spiritually apathetic students by creating a culture of invitation, connection, and follow up
- Prays regularly with and for high school students, their families, and the student ministry

**Disciple Making**

- Lead students into a personal relationship with Jesus Christ and help them take next steps in their walk with Christ
- Partner with parents and support them in raising their kids to know and follow Jesus
- Be available to counsel and shepherd students and their families
- Create opportunities for students to love others through service projects, outreach events, and personal sharing of their faith

**Additional responsibilities**

- Attend weekly church staff meetings
- Work collaboratively with the Lakeway Church staff
- Perform other duties and tasks as requested or assigned by the Family & Discipleship Pastor according to gifting

### **Minimum Qualifications**

#### **Education:**

- High School diploma or equivalent
- Current enrollment in or graduation from an institution of higher education (college, university, etc.) is highly preferred
- Seminary degree, enrollment, or vocational ministry calling is preferred

#### **Experience & Skills:**

- Previous experience in student ministry is required with a preferred minimum of 2 years of experience leading a high school ministry, or church-related ministry
- Relationally gifted and able to disciple, mentor, and train staff and volunteers
- Others oriented and is thoughtful of community-formation
- Strong communication skills
- Enjoy being with kids and able to engage actively on their level
- Administrative and strategic leadership ability
- Strong computer and technology skills (Microsoft Office, ProPresenter, video editing, etc.)
- Audio visual experience is preferred

#### **Faith:**

- Personal relationship with Jesus Christ; clear salvation testimony
- A personal commitment to grow spiritually, obey God’s Word, and demonstrate His love
- A passion for Christ and a call to Christian ministry or service to children and/or families
- Proven willingness and ability to share their personal experiences of Christ with others
- Church membership required; must commit to active membership at The Lakeway Church
- Must agree with The Lakeway Church’s [Purpose and Mission](#) and [Statement of Faith](#).

#### **Character:**

- Humble, teachable, accountable, and willing to grow
- Creative and willing to explore new ideas to connect with children and their families
- Must maintain a good moral character and reputation by living a lifestyle above reproach (including but not limited to, abstaining from alcohol abuse, smoking, illegal drug use, pornography, and profanity)

### **Working Environment & Physical Requirements**

Busy indoor office, buildings, and grounds including but not limited to classrooms, large group meeting areas, kitchen, coffee shop, worship & fellowship areas, as well as outdoor playgrounds and fields; walking between buildings is required; extended periods of sitting, walking, standing, stooping, sitting on the floor; occasional kneeling, running, and jumping are required; lifting, pushing, and pulling are required. Overnight travel is required. Some activities will occur at off-site indoor and outdoor facilities (camps, campgrounds, picnic facilities, athletic fields, etc.). Some events will require staff to be outdoors for regular and prolonged activities. Some events/activities require long shifts, weekends, extended late night, and early morning hours.

*When duties and responsibilities change the job description will be reviewed and subject to changes of business necessity.*

I, \_\_\_\_\_ have read and understand that as the Student Ministry Associate Director, I am accountable to the Student Ministry Director and the Lakeway Church for the responsibilities listed in this position description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_