

# ADA BIBLE CHURCH

## Ministry Description

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Job Title</b>          | Student Ministry Resident             |
| <b>Department</b>         | Weekend Ministries > Student Ministry |
| <b>Reports to (Title)</b> | Student Ministry Groups Director      |
| <b>Direct Reports</b>     | None                                  |

| Type of Position  | Position Function  | Hours: up to 20 hours per week  | P-code  |
|---|--|---|---|
| <input type="checkbox"/> Pastoral (GEB approval required)<br><input type="checkbox"/> Non-Pastoral Staff<br><input type="checkbox"/> Supervisory<br><input checked="" type="checkbox"/> Intern / Resident / Fellow<br><input checked="" type="checkbox"/> Temporary<br><input type="checkbox"/> Seasonal<br><input type="checkbox"/> Contractor | <input checked="" type="checkbox"/> Campus Staff<br><input type="checkbox"/> Central Staff | <input checked="" type="checkbox"/> Weekends Required<br><input type="checkbox"/> Full time<br><input checked="" type="checkbox"/> Part-time<br><input type="checkbox"/> Salary<br><input checked="" type="checkbox"/> Hourly<br><input checked="" type="checkbox"/> Nonexempt<br><input type="checkbox"/> Exempt<br><input type="checkbox"/> Ministerial | <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Coordinator<br><input type="checkbox"/> Director 2<br><input type="checkbox"/> Director 1<br><input type="checkbox"/> Executive |

### POSITION SUMMARY

The Student Ministry Resident gains practical experience through hands-on training in many aspects of student ministry such as program planning and implementation, volunteer coordination and care, student small group development, and teaching.

### POSITION RESPONSIBILITIES

- 1. Student Ministries Programming: 30%**
  - Assist Student Ministries staff with program planning and implementation
  - Assist in writing and editing curriculum
  - Research ideas for Lifeline programming and contribute to program creation
  - Be involved on planning teams for Lifeline activities and events
- 2. Volunteer Coordination and Care: 30%**
  - Assist with care and training of Lifeline volunteers
- 3. General and Miscellaneous: 25%**
  - Assist with general administrative elements of Lifeline and perform miscellaneous duties as assigned
  - Grow in personal leadership abilities through assigned book studies and goal-setting conversations
  - Attend weekly team meetings
- 4. Teaching: 5%**
  - Teach Lifeline curriculum to students on multiple occasions throughout the ministry season
- 5. Campus Staff Team Member: 5%**
  - Actively integrate into the life of the campus by:
    - Being **Present** with the congregation
    - Being **Personal** with the campus staff
    - Being a **Participant** with the Campus Pastor
- 6. Other duties as assigned by supervisor – not to exceed 5%**

**QUALIFICATIONS - EDUCATION & EXPERIENCE**

- Must be a junior or senior enrolled in a degree-granting program or within 2 years of undergraduate completion
- Formal education in Biblical studies or ministry related field is preferred

**QUALIFICATIONS – KNOWLEDGE, SKILLS, ABILITIES**

- Is a committed Christian living a life of obedience
- Exhibits a personal and growing relationship with God, continually building it through Biblical study and prayer
- Intent to pursue vocational ministry
- Communicates effectively in front of large and small audiences, strong public/platform speaking skills preferred
- Communicates effectively, both verbally and in writing
- Humble and willing to receive regular constructive feedback
- Able to interact with a variety of people in a variety of circumstances, adapting interpersonal style accordingly
- Able to appropriately handle confidential information
- Able to work when the job requires it (as scheduled with supervisor)
- Available to attend Lifeline on Wednesday and Sunday evenings
- Proficient in Microsoft Office suite including Word, Excel, and Outlook

**WORK ENVIRONMENT – PHYSICAL DEMANDS**

Position functions are performed in a general office setting. Persons in this position:

- Frequently move about the workplace while navigating physical obstacles or barriers
- Frequently sit or stand while operating computers or other office equipment
- Constantly communicate with others to exchange information and promote mutual understanding, both in-person and over telephone