



## Trinity Church

Redlands, CA

Trinity Church is a family of Jesus followers ROOTED IN JESUS AND REACHING OUR WORLDS. We pursue this mission primarily through engaging worship services, life changing relationships found in small groups, Biblically-based discipleship and intentional influence in our relational worlds.

Established in 1980, Trinity Church has been at its current campus for more than the last twenty-five years. We have an average worship service attendance of 1400 people that includes children and student ministries, a Spanish-speaking congregation (Fuente de Vida) and a ministry to adults with disabilities (Light & Power).

Trinity Church is a member of the Evangelical Free Churches of America (EFCA).

Recently, our ministry leaders forged Core Values that serve as guides for our decision making, keeping us aligned to the ideals that we believe represent who we are and where we believe Jesus is leading us.

- You belong here
- The Bible is God's Story given to transform you and to be the authority in your life
- Your calling is to influence your world with Jesus
- We pursue spiritual growth and life-change in community
- God loves your family and so do we
- You are designed with a role in mind

If you'd like to know more about Trinity Church, please visit our website ([trinityonline.org](http://trinityonline.org)). We appreciate your interest in the position that we're pursuing.

# HIGH SCHOOL DIRECTOR

## Job Description

**DEPARTMENT:** Student Ministries  
**REPORTS TO:** Family Pastor  
**FLSA STATUS:** Non-Exempt (Hourly)  
**WORK HOURS:** 40 hrs per week  
**SCHEDULE:** Flexible



## JOB PURPOSE

To provide spiritual leadership to Trinity Church primarily through:

1. To give oversight, direction and leadership to Trinity's high school ministry
2. To recruit, train, develop and oversee volunteer ministry staff
3. To disciple young people at crucial stages of transition in their lives so that they are equipped to live of Jesus' influence in their relational world
4. To develop a multi-level program that addresses the spiritual needs of non-Christians, casual Christians, growing Christians and deeply committed Christians
5. To minister to young people, in the context of their families, and to support and assist parents of adolescents
6. To maintain appropriate personal contact for friendship and counseling with students and youth staff
7. To prepare and administer the high school ministry budget
8. To regularly collaborate with the Student Ministries team to maintain consistency, teamwork, and shared values.
9. To lead the high school ministry consistent with the overall church ministry philosophy and discipleship strategy
10. To continually evaluate the ministry under his supervision and to keep current on youth needs and strategies to meet those needs

## QUALITIES AND SPIRITUAL LIFE

- Solid assurance of salvation through faith in Jesus Christ
- Demonstrate the love and message of Christ in lifestyle and relationships
- Regularly attend Trinity Church
- Be a member of Trinity Church or in the process of becoming a member
- Agree with and support the statement of faith of Trinity Church
- Strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others

- *Desire to serve the body of Christ with any gifts, abilities, and talents that God has given*
- *Attitude of being faithful, available and teachable*
- *Shows discernment and confidentiality in interaction with people*

### **SKILLS AND ABILITIES**

- *Gracious, welcoming personality*
- *Demonstration of a passion and love for working with youth*
- *Possess the ability to organize work, set priorities and work independently*
- *Possess the ability of flexibility with regard to daily work and assignments*
- *Effective oral and written communication*
- *Ability to interact well with parents and other adults.*
- *Possess the ability to work collaboratively with others*
- *Possess the ability to manage time effectively*
- *Self-starting and coachable attitude with a willingness to grow, learn, and adapt to circumstances*

### **DUTIES AND RESPONSIBILITIES**

*The duties and responsibilities of the High School Director include:*

1. *Plan & facilitate Tuesday night youth group for high school students*
2. *Plan & facilitate additional weekly discipleship opportunity for high school students*
3. *Write/ adapt curriculum (small groups, summer discipleship program, retreats, etc)*
4. *Develop student leader team*
5. *Recruit, train, and shepherd volunteer ministry staff*
6. *Recruit, train, and shepherd paid ministry staff (if applicable)*
7. *Meet with students: counseling, relationship building*
8. *Meet with parents*
9. *Plan & facilitate age appropriate events for middle school students*
  - Outreach events*
  - Service opportunities*
  - Community building events*
  - Camps/ retreats*
10. *Local school campus involvement*

### **QUALIFICATIONS**

*To effectively serve as the Middle School Director of Trinity Church, an individual must meet some basic qualifications.*

**Qualifications include:**

**1. Spiritual**

*An individual of growing spiritual maturity who demonstrates integrity and consistency as he lives out his spiritual convictions. A positive role model that lives a life young people will want to imitate*

**2. Personal**

*An individual who displays personal maturity, who loves students and is able to work well with adults. A team player who wants to multiply himself in others. Possesses a teachable spirit and a strong work ethic.*

**3. Doctrinal**

*Biblically trained with at least a Bachelor's level of biblical education .Can agree to the doctrinal statement of Trinity Church without hesitation. Is able to articulate biblical convictions clearly in ways that relate to young people.*

**4. Ministry**

- a) youth ministry experience, preferably in a church context*
- b) a vision for youth ministry with a desire to lead youths to Christ*
- c) a clear philosophy of ministry that meshes with Trinity's*

**5. Leadership**

- a) a team builder*
- b) an ability to attract, motivate and involve kids*
- c) ability to plan, administrate, delegate and supervise*
- d) an ability to recruit and build a cross-generational team*

**TIME ALLOCATION (based on 40 hr. work week)**

**-Sermon/ curriculum prep  
5 hours**

**-Leadership  
6 hours**

**-Administrative tasks/ event planning  
6 hours**

**-Care/ counseling appts/relationship development/ campus involvement  
5 hours**

**-Weekend worship service attendance & program**

5 hours

-Tuesday prep & program  
8 hours

-Events  
3 hours

-Home Group Participation/ leadership  
2 hours

### **LANGUAGE SKILLS**

*Ability to read and analyze documents and communicate clearly*

### **REASONING ABILITY**

*Ability to apply common sense understanding to carry out instruction furnished in written, oral or diagram form*

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires working indoors (office). The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud. Employees in this class must be able to lift at least 20 pounds.*

*This job description does not create an employment contract, implied or otherwise, other than an at-will employment relationship.*

Name: \_\_\_\_\_

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

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