



STUDENT MINISTRIES COORDINATOR ROLE DESCRIPTION

The Student Ministries Coordinator manages, coordinates and executes special Highpoint and Midpoint events, retreats and camps that position students to grow spiritually and powerfully experience the love of Christ. The Student Ministries Coordinator recruits, trains, shepherds and lead his/her administrative, hospitality and security teams to contribute to a highly relational and high impact experience; uses his/her operational, logistical and communication skills to support effective student ministries and ensures that 100% of student ministries volunteers are properly screened and approved prior to serving.

RESPONSIBILITIES

Provide Operational Assistance During Mid-Size Teams and Small Groups

- Give operational guidance based on agreed upon ministry vision
- Provide support to mid-size teams and small groups during program

Leverage Administrative Volunteer Team to Plan, Coordinate and Execute Special Events (Including but not limited to Weekend Services, Camps/Retreats and Outreach Events)

- Meet with the ministry team to understand the goal and requirements of the event
- Develop a project plan with timelines
- Ensure budget is at or under allocation
- Identify and delegate the component pieces of the project
- Oversee all logistical coordination, preparation and execution for special events and trainings
- Build and maintain relationships with third party vendors

Leverage Security Team to Maintain a Safe Environment

- Ensure all security precautions within the Child Protection Plan Policies and Procedures are upheld
- Ensure all rooms have appropriate leader:student ratio and that there are no private 1:1's
- Roam and secure hallways against any unwanted guests and assist wandering students
- Review areas on property that are blind spots and monitor such areas
- Monitor "Dead Zone" areas during active programming

Support Hospitality Team to Create a Great Guest Experience

- Ensure Midpoint and Highpoint are set weekly for services: environment, signage and group spaces
- Partner with volunteer teams to support a highly engaging lobby and check-in experience
- Support an efficient, effective and engaging check-in process
- Connect relationally with students and families during drop-off and pick-up times
- Ensure all new families receive a follow-up phone call, letter and email within one week
- Provide tours for new families

- Provide information and resources needed for volunteers to support families
- Answer questions and serve as a resource
- Assist in leading and coordinating student leadership teams
- Manage and oversee signage and atmosphere presentations

Ensure All Midpoint and Highpoint Volunteers Are Approved, Trained and Onboarded Prior to Serving

- Partner with the team to create an agreed upon volunteer application and onboarding process
- Train Midpoint and Highpoint teams in requirements and processes
- Track status of volunteers in training and onboarding requirements
- Ensure background checks for all volunteers are completed and communicate results (and address concerns) in a timely and thorough manner
- Oversee screening, processing and paperwork for all volunteers
- Send notification of approval to director

Schedule and Coordinate Meetings and Events in eSPACE for Student Ministry

Complete Administrative Responsibilities

- Maintain all administrative documentation (database info, follow-up reports, etc.)
- Ensure budget is on trend or under allocation
- Maintain the CCB for families
- Maintain all administrative documentation (attendance, follow-up reports, etc.)
- Ensure mid-size teams and small groups are appropriately organized
- Ensure database records are updated and maintained accurately
- Develop and implement all safety and security teams

Partner with Volunteers to Cultivate Relationships with Parents

- Connect relationally with parents during drop-off and pick-up times
- Develop opportunities to educate parents on student culture and needs
- Implement parent liaison program

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion and a service orientation
- Send weekly Highpoint Insider email

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Student Ministries Director
- Attend department and all-staff meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40

SUPERVISOR: Student Ministries Director

SALARY RANGE: \$30,117 - \$45,176

BENEFITS: Eligible Health, Dental, Vision, 403(b), Paid Vacation and Sick Leave