

**FRIENDS CHURCH**  
**HIGH SCHOOL DIRECTOR**  
**FULL-TIME EXEMPT**

**JOB PURPOSE**

**To serve the church by developing, coordinating and administering an effective ministry to meet the needs of the High School students of the church and providing leadership to and supervision of staff and volunteers involved in this ministry.**

**ESSENTIAL FUNCTIONS**

Some of the primary duties include:

**1. Leadership**

- Partner with NextGen Team Lead to establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
- Administer the work of the High school Department by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
- Recruit, equip and encourage volunteers for leadership in high school ministry.
- Ensure that classrooms and facilities reflect a safe, professional, Christian environment.
- Plan and supervise camps, conferences, retreats and events.

**2. Gather**

- a. Oversee GATHERING Program for 9<sup>th</sup>-12<sup>th</sup> Grades
- Connect students from Sunday Morning Gatherings to Wednesday night Life Groups.
  - Teach as requested/needed
  - Support implementation of the logistics, registration, budget, promotion and communications of program.
  - Manage the Gathering Calendar
  - Align program with Friends Church Discipleship Vision and Strategy
  - Oversee series selection, Student/Leader curriculum and format
  - Verify staff and program quality
  - Set and define program "Wins"

**3. Grow**

- a. Oversee GROUP LIFE Program for 9<sup>th</sup>-12<sup>th</sup> Grades
- Support implementation of the logistics, registration, budget, promotion and communications of program.
  - Manage the Group Life Calendar
  - Align program with Friends Church Discipleship Vision and Strategy
  - Oversee series selection, Student/Leader curriculum and format
  - Teach as requested/needed
  - Verify staff and program quality
  - Set and define program "Wins"
  - Develop and evaluate Group Life ministry goals with High School Director

**4. Go**

- Provide local and global service opportunities
- Participate in public high school campus clubs as requested
- Provide opportunities for students to exercise their gifts through ministry serve teams

## 5. Families

- Work with NextGen team to develop strategic relationships with parents to communicate, inspire, equip and support families.
- Develop relationships with high school students by being a Godly role model.

## 6. Additional Functions

- May conduct weddings, funerals and baptisms.
- Work with appropriate committees and leaders in carrying out the high school ministry of the church.
- Participate in all-church Group Life series as requested, minimum once a year.
- Keep current in related field.
- Attend and participate in all staff Friends Church staff meetings, events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed

## QUALIFICATIONS

**SPIRITUAL:** Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members active attendees of Friends Church and life groups.

**EXPERIENCE, EDUCATION AND LICENSURE:** A bachelor's degree in related field and a minimum three to five (3-5) years experience in student ministries; or equivalent combination of education and experience. Must become commissioned through FSW.

## KNOWLEDGE AND SKILLS

**SKILLS:** Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate, and have good follow-up skills. Strong managerial skills.

**ABILITY:** Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, as requested.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds

**WORK ENVIRONMENT:** *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

**To apply, please send your cover letter and resume to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church)**