

**FRIENDS CHURCH  
HIGH SCHOOL MINISTRY TEAM ASSOCIATE  
FULL TIME, NON-EXEMPT**

**JOB PURPOSE**

**Serve with the High School Ministry Team to develop, coordinate and administer an effective ministry plan to meet the needs of the High School students' creating an environment of community and connectedness amongst all students, adult leaders, and the church.**

Some of the primary duties:

1. 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.
2. Support 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.
  - Help organize and implement Group Life program (Teaching, Online, Worship)
3. Oversee 9<sup>th</sup>-12<sup>th</sup> Grade Guys Ministries
  - Provide Pastoral care to high school guys
  - Develop creative ways for students to connect
  - Oversee 2-3 guy specific ministry events and retreats to foster community and spiritual growth per year
4. Participate in public high school campus clubs as requested
5. Support GATHERING Program for 9<sup>th</sup>-12<sup>th</sup> Grades
  - Connect students from Gatherings to Wednesday night Life Groups.
  - Teach as requested/needed
  - Oversee HSM teaching schedule
  - Help to recruit, equip, and empower key adult volunteers and student leaders to lead each ministry team.
6. Support implementation of camps, conferences, retreats and events.
  - Coordinate speakers
  - Partner with HSM team to create theme, topics, etc.
7. Additional Functions:
  - Participate all-church Group Life series as requested.
  - Attend and participate in all staff Friends Church events, programs, and training.
  - Keep current in related fields and best practices.
  - 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 are members of Yorba Linda Friends Church.

**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.

## 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 30 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 email to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church).**