

Position: FS Student Coordinator

Reports to: Student Pastor

Job Status: Part-time, hourly employee (24 hours per week)

Job Description

The Student Ministry Coordinator serves under the oversight and in collaboration with the Student Pastor to assist in leading FS Middle and FS High ministry environments. This position provides logistical, administrative, and hands-on support to ensure well-organized student ministry operations, including communication, preparation, and program execution. All responsibilities are performed in alignment with the mission, vision, and core values of Five Stones Church.

Responsibilities

- Serve as a trusted extension of the Student Pastor, helping lead and execute the vision of FS Students.
- Engage in discipleship with students and leaders.
- Assist in enacting the Student Pastor's vision into consistent weekly ministry rhythms and seasonal programming.
- Point person on Sunday and Wednesday for students, parents, and servant leaders.
- Assist with planning student ministry services and events.
- Coordinate, assist, and attend all student ministry events, including camps and retreats as needed.
- Identify opportunities to improve ministry systems, communication, and workflows to enhance effectiveness and sustainability.
- In collaboration with the FS Next Gen Team, create fun and effective outreach events to partner with the community (specifically local schools and organizations).
- Coordinate FS Students servant leader care and connection.
- Work with the student pastor to set up and attend student engagement opportunities, games, events, meals, etc., for student / parent connection.
- Coordinate speakers for FS Middle and FS High as needed, with the potential of teaching occasionally.
- Facilitation of one FS Middle service.
- Assist the student pastor in recruiting, investing in, and training FS Student Teams.
- Attend FS Student leader and coaches / champions meetings.
- Collaborate with the appropriate staff to ensure all communication, production, events, purchasing, etc. are completed within Five Stones procedures.
- Assist with other tasks as assigned.

Qualifications

Personal

- A growing and vibrant relationship with Christ and alignment with the spiritual and cultural values of Five Stones Church.
- A partner of Five Stones Church or willing to become a partner.
- A person of integrity, authenticity, and humility - marked by transparency and a servant's heart.
- Strong interpersonal skills, emotional intelligence, and a commitment to servant leadership.
- Maintains a positive attitude and demonstrates a high level of mental focus.
- Demonstrates strong attention to detail, with the ability to prioritize tasks, work well under pressure, and follow through with initiative and diligence.
- Excellent time management and organizational skills.
- Committed to continuous improvement; welcomes feedback and is self aware of strengths and growth areas.
- A desire to learn new skills as needed to help the student ministry.
- Ability to delegate, negotiate, manage conflict, influence, and lead.
- Vision, hearing, and adequate speech are essential.
- A valid driver's license is required to drive a personal vehicle when necessary.
- Must be able to lift 50 pounds.
- Basic computer skills preferred but not required: Google platform including Google docs, Gmail, Drive; Microsoft Office Suite, CCB's FS Connect or similar CRM application.

Experience

- Associate or Bachelor's Degree (or equivalent in education, experience, or training).
- Practical experience working with students.
- A minimum of two years of similar responsibility, with ministry experience preferred.
- Singing or instrumental experience is a plus, but not required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Five Stones Church reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.