

# FRIENDS CHURCH

## HIGH SCHOOL MINISTRIES ASSOCIATE FULL TIME

### JOB PURPOSE

**Be part of a dedicated and fun team serving the High School students of Friends Church! You will develop, coordinate and administer an effective ministry plan to meet the needs of our female students, plus help us create an environment of community and connectedness among students, adult leaders, and the church.**

### Primary duties:

1. Oversee GROUP LIFE Program for grades 9-12
  - Support implementation of logistics, registration, budget, promotion and communication of programs.
  - Manage the Group Life 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"
  - Develop and evaluate Group Life ministry goals with High School Director
2. Recruit, train and develop GROUP LIFE leaders for grades 9-12
  - Oversee September and January Leader Trainings
  - Create leadership development strategy including schedule and resources
  - Support rotation and relational investment with leaders
3. Oversee girl's ministries for grades 9-12
  - Provide pastoral care to high school girls
  - Develop creative ways for students to connect
  - Oversee 2-3 ministry events and retreats for girls to foster community and spiritual growth
4. Participate in public high school campus clubs weekly
5. Support High School Ministries (HSM) Weekend Gatherings
  - Connect students from Sunday Morning Gatherings to Wednesday night Life Groups.
  - Preach once a month
  - Oversee HSM Ministry Teams
    - Help recruit, equip, and empower key adult volunteers and student leaders to lead each ministry team
6. Assist with 9-12<sup>th</sup> grade HSM camps, mission trips, and special events
7. Additional Functions:
  - Participate in and lead *Rooted* once per year, and other all-church Group Life series as requested
  - Attend and participate in Friends Church all-staff events, programs, and training
  - Cooperate with supervisors by performing related duties when assigned or instructed

**TO APPLY, SEND YOUR COVER LETTER AND RESUME TO DANA ANDERSON AT [danaa@friends.church](mailto:danaa@friends.church)**