



Westwood Church believes that we best help our church family by deepening spiritually authentic relationships with each other and by empowering people according to their gifting for God's glory and for the good of others. Those who hold positions of leadership at Westwood must commit to live out those values and make those values central to their ministry leadership. We value honesty, unity, initiative, and intentionality as we humbly serve people whom God has placed in our care. With all this in mind, we ask you to help shape a healthy culture within the team that helps accomplish the following responsibilities in a way that is in line with Westwood's vision and philosophy.

DUTIES AND RESPONSIBILITIES

- Give leadership, direction, support, and oversight of all ministries from grades 6 through 12.
- Always take initiative in your role, look for opportunities to improve, invest in others, and inspire change.
- Recruit and inspire a diverse team of staff, volunteers, and students who can provide leadership and support to all areas of the Student Ministry. This is accomplished through a healthy team & culture helping volunteers clearly understand their role and purpose within the Student Ministry and overall objective.
- Provide weekly/monthly encouragement, coaching, and support of teams, volunteers, and staff who enthusiastically work to help invest in middle and high school students and their families.
- Ensure a welcoming environment by engaging all ages via teaching preparation, teaching, activities, atmosphere, worship, technical areas, and other needs for large group gatherings and/or events.
- Develop vibrant small groups for all age groups; ensure volunteers are well-equipped, supported, encouraged, and invested in the lives of students.
- Provide parenting resources, studies, groups, and training throughout the year to encourage and strengthen parents to spiritually invest in each other and in their children. The hope is to help create healthy parents who raise healthy teens.
- Oversee strategic events and activities occurring outside of Sundays and Wednesdays for reaching our students and their families, as well as serving the community with the hope of Christ here and abroad.
- Ensure volunteer schedules provide a healthy rhythm of service so those investing don't feel over-scheduled and over-used. Teams should feel equipped, supported, encouraged, and reminded.
- Create and promote compelling communication with staff, parents, and other members of the church family through timely information (i.e. social media, emails, and other mediums).
- Continually evaluate the whole ministry throughout the year, looking for opportunities to improve, remind, coach, and encourage members of the team and the ministries to students and their families.
- Develop networks and partnerships with other ministries that can enhance and encourage our ability to support parents and students as well as advance the ministry at Westwood Church.
- Actively participate in church life that maintains healthy work relationships; allows you to attend weekly worship services.

- As with any staff position, there will be necessary and occasional responsibilities that will be assigned.

Disclaimer: This job description is a summary of the essential functions of this position; it is not intended to be all-inclusive. The Overseers have the right to revise the job description if the needs of the church determine so.

I do hereby understand my responsibilities as set forth in the above-mentioned job description of Westwood Church and do hereby agree to perform these duties to the best of my ability.

I further understand that my responsibilities in this position are subject to change at any given time during my employment with Westwood Church, and I am willing to accept new responsibilities given to me at that time.

I also understand that I will be evaluated on my performance of the above-listed responsibilities in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____