

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Lay Minister for Student Ministries

STATUS: Full-Time, Exempt

SUMMARY/OBJECTIVE

The Lay Minister for Student Ministries supports the Church by playing a key leadership role in implementing a cohesive vision focused on Worship, Discipleship, Fellowship, and Outreach. This role provides leadership for Middle School, Junior High, and High School ministry programming, supporting students, parents, and volunteers as they grow as disciples of Christ.

The Lay Minister will build and steward strong relationships with the male students and families, equip adult volunteers, develop ministry staff, and collaborate with church leadership to create engaging programs, classes, retreats, worship experiences, and mission opportunities. The individual must be committed to the Mission and Core Values of St. Martin's Episcopal Church and to the Christian faith as affirmed by the worldwide Anglican Communion.

ESSENTIAL FUNCTIONS

1. To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Develop a deep understanding of St. Martin's, its ministries, and liturgical practices.
3. Bring creative input and proactive leadership to all aspects of Student Ministry programs.
4. Advocate for the spiritual nurture and needs of students.
5. Provide oversight and leadership to Middle School, Junior High, and High School programs, including weekly gatherings, Sunday morning classes, worship involvement, service projects, mission trips, retreats, and special events.
6. Lead, engage, and build excitement among students, adult volunteers, and families through consistent presence, relationships, and strong program execution.
7. Assist in planning and establishing annual departmental goals and ministry strategies.
8. Assist with ministry budget responsibilities.
9. Provide monthly statistical reports and regular updates to leadership.
10. Provide proactive leadership for the Acolyte Corps (6th - 12th grade) in collaboration with the Vicar, Worship Ministries Coordinator, and Associate Priest for Student and Family Ministries.
11. Train and serve alongside acolytes in weekly worship services.
12. Ensure all worship services are appropriately covered with acolytes and volunteers.
13. Serve as crucifer during funerals, as needed.
14. Implement systems that support spiritual growth and transition for the male students from grade to grade, including high school graduation and beyond.
15. Build meaningful relationships with middle school and high school boys and their families, encouraging spiritual growth and connection.
16. Safely transport students to and from offsite events, as needed.
17. Actively recruit, train, and disciple support ministry staff, interns, and volunteers.
18. Attend weekly team meetings with the Student Ministry team.
19. Maintain clear and concise communication with students, families, volunteers, and church leaders.
20. Attend staff meetings, retreats, vestry meetings, and committee meetings as requested.
21. Represent St. Martin's by serving on diocesan or community committees as approved.

22. Perform related duties as required.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication.
- Build effective teams.
- Manages conflict with calmness and clarity.
- Strong time and resource management.
- Ability to excel in collaborative environments.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- All new students receive a personal invitation to participate in worship leadership.
- Healthy retention of middle school and high school attendance and volunteering.
- Consistent, high-quality communication to the Student Ministry team, families, and Church leadership.
- Effective program execution across retreats, missions, and weekly gatherings
- Calm, confident leadership in stressful, complex, or emotionally intense situations

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

Work occurs on campus and at offsite locations including mission sites (domestic and foreign), retreat centers, airports, lodging facilities, and high-traffic public spaces. Regular use of standard office equipment is required.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and transport up to 50 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from work deadlines, employee and parent complaints, noise, distractions, work complexity, competing priorities, and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Sunday – Thursday with occasional overtime as shaped by ministry needs, including evenings, weekends, and travel for retreats, missions, and events. Must possess a valid drivers' license.

EDUCATION AND EXPERIENCE

Bachelor's degree preferred, ideally in Youth Ministry, Christian Education, or a related field. Three – five years of relevant student ministry experience is required.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.