

Hebron Church  
Penn Hills, PA

Interested applicants email Lynn Zimmer at [zsacct213@gmail.com](mailto:zsacct213@gmail.com) to begin the conversation.

**Role** Family Life Ministry Associate (Students 6<sup>th</sup>-12<sup>th</sup> Grade)  
**Availability** Position is open and aims start immediately  
**Status** Part Time, Non-Exempt  
**Reports to** Director of Family Life Ministry

### Position Scope

The Family Life Ministry Associate (FLMA) is primarily responsible for assisting the Director of Family Life Ministry with Youth Ministry. The (FLMA) will maintain a healthy relationship with Jesus Christ and work to share Christ through relationships and programs of the church by personal witness and commitment.

### Qualifications

Since the (FLMA) plays a major role in assisting the Director of Family Life in the faith development of the youth of the church, both as a leader and as an example, Hebron seeks an individual who has an understanding of and belief in the foundations of the Christian faith and who has a strong desire to nurture young people in the Christian faith. The following qualifications are desirable:

1. Degree in Student Ministry or other related field
2. Student Ministry experience as volunteer or staff
3. The ability and desire to work with kids and parents in building a relationship
4. Excellent communication and organizational skills
5. Familiarity with ORANGE Curriculum and Strategy and willingness to engage it

### Responsibilities

1. Support the Director of Family Life Ministry with grades six through twelve by helping to:
  - Manage Bible Studies and Small Groups
  - Counsel youth and their families when needed
  - Engage in personal contact: get in touch with inactive and active youth; spend time actively on their turf in sports and activities; reach out to community youth, encourage participation in all activities
  - Plan and lead programs, events and trips/retreats
  - Maintain active Social Media presence and develop other pathways of communication
  - Build relationships with students and their parents reinforcing relational ministry
  - Other duties as assigned
2. Assist the Director of Family Life Ministry in the Recruitment and Training of Volunteers by:
  - Recruiting Adult volunteer Youth leaders
  - Developing and providing Youth leaders with training and discipleship opportunities and participate with them in those opportunities
  - Evaluating Youth leaders for the purpose of encouragement and direction

3. Help the Director of Family Life Ministry in Discipleship by:
  - Participating in the discipleship of Youth through one-on-one discipleship, retreats, weeklong events, and worship
  - Encouraging all Youth leaders to participate in discipleship opportunities and worship
  - Providing updates on the status of students and families served by the ministry
4. Provide Administrative support to the Director of Family Life Ministry by
  - Attending church staff meetings as needed
  - Reviewing website and calendar to ensure that current and accurate information is posted.
  - Creating and Scheduling pertinent communications

### **Working Conditions**

The position of FLMA requires great flexibility in work hours, including evenings and weekends. The position is a part time, hourly non-exempt position. Furthermore, it is recognized that the schedule may vary at different times of the year. It is, therefore, understood that the FLMA:

- Will coordinate expenses with the Director of Family Life Ministry
- Maintain scheduled office hours (exact days/times may vary); and provide contact information to the church office when not in the office during daytime hours
- Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence
- Arrange to receive messages in the case of extended time away from the office

### **Professional Development**

Opportunities will be regularly made to provide new training, enhancement training and the (FLMA) is encouraged to be actively developing themselves for the betterment of their ministry capacity.

### **Position Perks**

Personal Office near Family Ministry Life Team

Student Ministry Wing Environment that is prioritized with improvements

Professional Development Coaching by Certified Ministry Coach (The DFLM)

Flexible Schedule (Primary program days are currently Wednesday and Sunday)

Office Administrative Support

Physical Demands of the position; ascending/descending stairs, walking/standing/sitting, communicating with staff and congregation, typing, driving

Hebron Church is an Equal Employment Opportunity Employer, Minorities/Females/Veterans/Individuals with Disabilities