



ROCK
C H U R C H

JOB DESCRIPTION

Position: Student Ministry Sunday Producer

Reports to: Youth Pastor

Position Status: Part Time, Non-Exempt

Department: Youth

Effective: January 2012

Replaces: All Previous

Position Number: RC-02-12

Posting Date: January 9, 2012

1st Closing Date: January 16, 2012

Position Summary:

The Student Ministry Sunday Producer is responsible for managing, organizing and executing the programming of Sunday services for student ministries. The Student Ministry Sunday Producer will report directly to the Youth Pastor.

Job Responsibilities and Duties:

1. Organizes and manages Sunday logistical programming for Jr. High and High School.
2. Prepares Sunday service information and communicates to volunteers, leaders and Security team in a timely manner.
3. Supplies Jr. High and High School leaders with materials needed for Sunday services.
4. Serves as the designated first person for Jr. High and High School during all Sunday student services.
5. Manages Jr. High and High School leaders at all Sunday services.
6. Oversees all operations pertaining to Sunday Services.
7. Attends and participates in weekly employee meetings.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of Youth Pastor.

Job Skills and Requirements:

1. One year experience in a management position (paid or volunteer)
2. Two years of Youth/Student ministry experience preferred.
3. Excellent interpersonal skills with experience in conflict resolution.
4. Excellent verbal and written communication skills.
5. Strong organizational skills.
6. Self-motivated and flexible.
7. Ability to work independently and in a team-oriented environment.
8. Ability to recognize and maintain confidentiality as appropriate.
9. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage.

Employee Expectations:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance process.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Member of the Rock church or willing to transfer membership.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.