



# JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

**POSITION TITLE:** HSM Director

**EFFECTIVE/REVISED:** September 10, 2021

**SUPERVISOR'S TITLE:** Next Gen Director

**DEPARTMENT:** Next Gen

**CAMPUS:**  Campus: Anaheim

Central

**LEADERSHIP LEVEL:**

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

**EXEMPT CLASSIFICATION:**

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

**PAYROLL STATUS:**

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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**01. Summary of Position:**

The HSM Director will be responsible for providing overall direction, shepherding & oversight to the HSM Ministry of Eastside, sustaining a healthy, life-transforming ministry, and supporting all campuses. The ideal candidate will have a proven track record of growth in a medium/large student ministry context. The successful candidate will maintain relationships with students, parents, volunteers and ministry colleagues, and will relate to a wide diversity of students. A demonstrated leadership gift is required and a strong gift in teaching is preferred.

**02. Supervisory Responsibilities:**

- This role supervises the HSM Associate Director. In addition, this role provides oversight to HSM Youth Pastors at Eastside campuses, although they report to their campus pastor.
- Partners with the HSM Associate Director to recruit, shepherd & develop a growing network of Changemakers; House Group Leaders, Small Group Leaders and other roles as needed.

**03. Duties and Responsibilities:**

- **Lead the HSM Vision & provide Oversight:**
  - Continually develop a strategic vision & implementation strategy for HSM that includes discipleship, evangelism, and engaging programming & events.
  - Build and manage systems for accommodating growth that will allow for scalable health & progress, at all campuses.
  - Establish 6 month ministry plans, carry them out with team, and evaluate progress.
  - Manage the approved HSM budget.
- **Curriculum/Teaching:**

- Oversee the primary teaching for all high school experiences and events as the primary communicator, but also involving/developing teaching team members. This includes recording teaching videos for House Groups, as well as “live” at Together Nights.
- **Small Groups/House Groups:**
  - Partner with the HSM Associate to recruit, place, onboard, shepherd, train & retain fantastic Small Group Leaders, so that every student who comes to HSM has a great leader who knows them & cares for them. This is vital for our strategy.
- **Participate & serve in all HSM activities & events**
  - including but not limited to HSM programs, camps, compassion projects, international serving trips, church wide initiatives, etc)
- **Create & implement a path of Assimilation & Connection for HS students**, helping them move from being guests, to friends, to part of their HSM House Group family.
- **Provide pastoral support for students & their families as needed**, especially in crisis situations. Provide referrals to professional counselors as needed.
- **Provide regular SGL Training** in partnership with HSM Associate, and for all campuses.
- **Build Relationships with students** through House Group Visits and general ministry involvement, as well as situationally.
- **Engage general administration** for communication, expense management, attendance, feedback processes, child-protection policies, and special events.
- **Other responsibilities and opportunities** may be available for the person in this position, based on the unique gifts and skills they possess.

*Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.*

#### **04. Qualifications:**

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- Gifted in leadership, teaching & planning, with a passionate desire to improve things
- Ability to inspire teams, vision-cast, and create momentum for ministry growth.
- Must have an education level of college degree or have comparable experience.
- Must have 2 years of related experience.
- Must have computer skills in Microsoft Office Suite and/or Google Suite.
- Understands *and* utilizes social media (Instagram, Snapchat, TikTok, & new tools that emerge.)

#### **05. Employment Understanding:**

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity.
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position’s supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position’s supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

**06. Physical Demands & Work Environment:**

- Must be able to lift and / or move up to or more than 50 pounds occasionally
- Must be comfortable with intermittent sitting and standing.
- Must be able to hear, speak, and read fluently; ability to accurately read calculator, computer and hand-held devices.

We concur with this Job Description.

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Staff Member

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Supervisor

\_\_\_\_\_  
Date