

February 11, 2025

Dear Friend,

I am writing to you to determine if you might have interest in a new full-time job that we are opening at Heather Hills Baptist in 2025.

This is a 40-hour/week job as the Student Ministries Leader. This would be an eighteen-month position in its current offering. I have attached the job description for your review.

If you are interested in applying for this job, please complete the attached application and return to my attention at bmccrorie@heatherhills.org. If you have further questions about the role, I am happy to dialogue about that as well.

I appreciate your prayerful consideration!

Yours in Christ,



Pastor Brian for the Pastoral Team



JOB DESCRIPTION: STUDENT MINISTRIES LEADER

The Student Ministries Leader will provide leadership for the student ministry at Heather Hills Baptist Church, serving youth from middle school through high school. The Student Ministries Leader will work closely with parents, volunteers, and the pastoral team to ensure that students are equipped to follow Jesus Christ, grow in their faith, and engage in their local and global communities.

Accountable To:	Senior Pastor
Ministry Target:	Student Ministries
Spiritual Gifts:	Leadership, encouragement, teacher
Talents or Abilities:	Strong relational skills. Strong communication skills, both verbal and written, to effectively interact with students, parents, volunteers, and staff. Ability to organize and manage events, including retreats, service projects, and outreach initiatives. Familiarity with relevant technology, including social media and communication tools.
Passion For:	Evangelizing/discipling youth, creating an environment of spiritual growth, and developing a sense of community among students

Major Responsibilities/Duties

- Model a strong personal relationship with Christ, demonstrating integrity, humility, and commitment to the gospel
- Lead weekly youth group meetings, Bible studies, and discipleship programs that encourage spiritual growth
- Develop a positive, team-oriented environment among volunteers and ministry leaders to create a sustainable ministry
- Communicate regularly with parents about upcoming events, spiritual growth opportunities, and ways to support their child's development
- Plan and organize youth events, retreats, mission trips, and community outreach activities to promote spiritual growth, community building, and service
- Manage the budget for the student ministry and ensure resources are allocated effectively for programs, events, and activities
- Use digital tools (such as social media, email, and the church website) to promote events, communicate with families, and develop community
- Work closely with the Pastoral Team and other church staff to integrate student ministry with the overall mission of the church
- Participate in church meetings and help create opportunities for youth to be involved in broader church activities and worship services
- Engage unchurched youth by visiting local schools, meeting friends of HHBC youth, using social media, and other creative methods.

Requirements

- Strong personal commitment to Jesus Christ and a desire to share His love with youth
- A theological background or formal education (seminary, Bible college, or similar) is a plus
- Must be able to pass a background check and adhere to the church's child protection policies

Working Conditions and Environment:

- Full-time position for 18 months
- Occasional travel required for events, retreats, and mission trips
- Work is primarily conducted within the church facilities and local community

APPLICATION FOR EMPLOYMENT



APPLICANT INFORMATION (PLEASE PRINT)

Last Name			First			M.I.	Date		
Street Address						Apartment/Unit #			
City			State			ZIP			
Phone			Email Address						
Position Applied for					Desired Salary		\$		
Are you applying for		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>			Days/Hours Available:				
On what date are you available to start?									
Are you at least 18 years old?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, can you provide a valid Work Permit?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do any of your relatives work for this church?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you applied for work at this church before?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this church before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain.					
What languages do you speak, read, or write fluently?									
How did you find out about this employment opportunity?									

EDUCATION

High School			City, State			
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Course/ Major	
College			City, State			
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Course/ Major	
Other			City, State			
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Course/Major	

PERSONAL REFERENCES

Please do not list relatives or former employers.

Full Name			Relationship		
Email			Phone		
Occupation					
Full Name			Relationship		
Email			Phone		
Occupation					
Full Name			Relationship		
Email			Phone		
Occupation					

APPLICATION FOR EMPLOYMENT

PREVIOUS EMPLOYMENT (PLEASE START WITH YOUR MOST RECENT JOB)			
Company		Supervisor	
City, State		Phone	
Job Title	From	To	Email
Responsibilities			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Supervisor	
City, State		Phone	
Job Title	From	To	Email
Responsibilities			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Supervisor	
City, State		Phone	
Job Title	From	To	Email
Responsibilities			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DISCLAIMER AND SIGNATURE			
<p>I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.</p> <p>I authorize Heather Hills Baptist Church to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the church any and all information they may have concerning my previous employment. In addition, I hereby release Heather Hills Baptist Church, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.</p> <p>I acknowledge that, prior to or during my employment, Heather Hills Baptist Church may require any legal testing and/or examination, including but not limited to, medical, physical, drug and/or alcohol, psychological, and skill and aptitude. I hereby give my consent to administer any testing and/or examination the church may request.</p> <p>I also acknowledge that, if employed, both Heather Hills Baptist Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the church and may not be modified by any oral or implied agreement.</p>			
Signature/Typed Name here acts as my electronic signature:			Date: