

Oak Grove Lutheran School Position Description

Position Title: Campus Ministry
Reports to: President
Reviewed: April, 2010

SUMMARY:

Provides leadership for worship, curriculum, field trips, projects and services for students and staff to grow in the understanding of and commitment to Christianity.

All employees at Oak Grove Lutheran School impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School and serve as role models for Christian faith development, personal interactions and respect for each other, and learning with integrity as duties are performed for the School.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Plans a complete Campus Ministry program to guide students' faith journey from Kindergarten through grade 12.
- Plans and coordinates chapel services on the north and south campuses
- Works with teachers to develop curriculum and scope and sequence for Christian Studies classes
- Works with teachers to integrate faith and learning into each classroom
- Develops and leads (or finds leaders for) opportunities for service projects and events for students and faculty
- Develops and leads (or finds leaders for) opportunities for mission trips
- Develops special campus events related to campus ministry, i.e. Spiritual Emphasis Week
- Develops relationships with local church youth leaders to work together in ministry partnerships
- Develops relationships with local churches to connect the mission of Oak Grove with the church leaders
- Teaches Christian Studies courses
- Conducts or finds leaders for Bible studies for students, staff and parents
- Attends events and conducts special assignments as requested by the President

SUPERVISORY RESPONSIBILITIES:

Students, volunteers, and others as assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE:

Bachelor's degree required; seminary or youth ministry formal education preferred; experience working in a church-related occupation with children and families preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

ND teaching license preferred

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all Oak Grove policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision. Ability to drive a car is required.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential*

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment is generally quiet similar to other office work environments and includes loud environments when working with students in projects or on special events.

EVALUATION: Job performance is evaluated in accordance to Oak Grove policies.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.