

Associate, High School (FUSE)

Scope:

The High School Associate serves the body of Westover by supporting all aspects of ministry and contributing to strategic planning alongside pastoral and director level leadership. The High School Associate is supported by the High School Pastor.

Events & Planning: 55%

- Develop and maintain the ministry calendar for parents, students, and volunteers under direction from the High School Pastor.
- Coordinate weekly ministry logistics including communications, registrations, room preparation, and volunteer scheduling.
- Support the Worship Coordinator in helping to develop a culture of worship within High School Ministry through the development of worship teams, building student ownership, and teaching Biblical principles of worship.
- Help plan and execute retreats, camps, missions trips, and special events.
- Serve as the logistics lead during assigned ministry events and gatherings.
- Attend all High School ministry functions.
- Support program development and curriculum selection that aligns with the overall student ministry discipleship process.

Shepherding: 20%

- Build relationships with students through weekly one-on-one meetings and involvement.
- Lead (or co-lead) a small group and participate in student discipleship efforts.
- Follow-up with new students and families.
- Assist in the development of student leaders and volunteer teams.
- Equip and care for parents, providing resources for them as they disciple their students.

Team Development: 15%

- Meet regularly with the High School Ministry Team to provide feedback, updates, and input for action planning towards ministry team goals.

- Attend weekly and monthly All-Staff meetings as expected by all NextGEN staff.
- Assist with recruiting, equipping, and caring for volunteers.

Administration: 10%

- Coordinate in qualifying/vetting/communication with current and new High School volunteers, i.e., serving applications, background checks, references, etc.
- Provide communication updates to High School parents/ students/ volunteer teams on a weekly basis for programming and events.
- Maintain attendance records, registration information, and ministry databases.
- Assist with creating small groups and supporting existing groups regularly.
- Coordinate administrative aspects of High School special events and retreats, i.e., registrations, check-ins, Room reservations, equipment, vehicle, lodging, etc.
- Organize ministry resources, forms, and communication systems.
- Manage assigned ministry projects and administrative tasks.

Due to the nature and requirements of this position, Westover's Local Missions Director should be willing to pursue membership at Westover Church. Time-percentage allocations as well as the specific tasks of this position remain fluid and will continue to be more clearly defined as the role evolves.