

Canyon Creek Presbyterian Church  
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*“Empower people to pursue their call in Christ”*

## **DIRECTOR OF STUDENT FORMATION JOB DESCRIPTION**

- I. **Position Title:** Director of Student Formation
- II. **Salary Range:** \$70,500–\$80,500 annually, depending upon experience and qualifications.
- III. **Requirements:** Bachelor's degree or equivalent ministry experience.
- IV. **Legal Competencies:** Valid California driver's license and acceptable driving record, Background Check and Fingerprint clearance with Department of Justice, completed Mandated Reporter and Harassment Prevention Training due upon hiring.
- V. **Reporting Relationship:** The Director of Student Formation reports directly to the Family Ministries Director. The Director of Student Formation also works closely with the other members of the Family Ministries staff to accomplish the vision and mission of the ministry.
- VI. **Position Summary:** Provide leadership and oversight for the Middle School Ministry and assist in the leadership of the High School Ministry. Build Christ-centered relationships with students and their families, recruit and equip volunteers, and help implement the vision and mission of the Student Ministries through weekly programs, discipleship, events, retreats, and outreach opportunities. As the ministry grows, responsibilities may expand to include increased leadership within the High School Ministry and other areas of Family Ministry. This position works closely with the Family Ministries Director and other student ministry staff and interns.
- VII. **Ministerial Role:** The Director of Student Formation serves as a minister of the Gospel within Canyon Creek Presbyterian Church. The primary purpose of this

position is to advance the religious mission of the church through biblical teaching, discipleship, spiritual formation, prayer, shepherding students and families, and leadership of the church's student ministry. The Director of Student Formation is expected to teach Scripture, lead prayer, communicate biblical truth, model Christian discipleship, and encourage students and families toward greater maturity in Jesus Christ. This position carries significant spiritual leadership responsibilities and serves as an extension of the church's ministry and mission.

- VIII. **Hours:** Full-time, salaried position with benefits. The position generally requires 40–50 hours per week, including evenings, weekends, retreats, and special events as necessary to fulfill ministry responsibilities.

## **ESSENTIAL SKILLS AND COMPETENCIES**

- I. **Relational:** Interacts and is compassionate towards staff and congregation on a personal, one on one basis seeking to understand their needs and desires to care well for church.
- II. **Administrative:** Effectively oversee and implement the operational and administrative components of the student ministry in support of its spiritual mission and discipleship goals. Responsibilities include maintaining the student ministry database, coordinating communication with students, parents, and volunteers, and managing ministry systems, schedules, and logistics. Work collaboratively with church staff, pastors, and elders to help advance the vision and mission of Canyon Creek Presbyterian Church.
- III. **Team Player:** Understands vision cast by Canyon Creek Presbyterian Church elders / pastors / staff / leadership and assists in the area of Pastoral Care in such a way that best reflects the mission of the church to be a multi-ethnic and multi-generational church. Establishes good lines of communication with congregation, pastoral staff and leadership.
- IV. **Self-Motivator:** Many tasks require an individual to manage their time effectively and efficiently. This person will possess a strong work ethic and maintain a positive and proactive collegial environment.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- I. **Primary Responsibility:** The primary responsibility of the Director of Student Formation is spiritual leadership and ministry oversight. The majority of the

Associate's time is expected to be devoted to teaching, discipleship, shepherding care, spiritual formation, volunteer leadership, and the shepherding of students and their families. Administrative responsibilities exist to support these ministry functions and the overall mission of the church.

The Director of Student Formation functions as a ministry leader of Canyon Creek Presbyterian Church and exercises spiritual leadership through teaching, discipleship, prayer, shepherding care, volunteer development, and the shepherding of students and their families.

- II. **Weekly Programs (Stronghold, Middle School Ministry):** Independently plan and lead an effective weekly Middle School meeting (Stronghold [6th-8th grade]), and also attend various aspects of the weekly adult ministry activities, with the main objective being to maximize the opportunity for staff and ministry volunteers to develop relationships with Middle School students and their families. (**Refuge, High School Ministry**) Assist the Family Ministry Director/Youth Staff (interns) in leading the weekly High School Meeting (Refuge [9th-12th grade]).
- III. **Sunday Worship Services (with Middle School Students):** Middle School Students stay in the first part of the service for family worship and are dismissed to their class (Summit) during meet and greet to classroom 201. Therefore, the Director of Student Formation must plan ahead, coordinate lessons by finding or creating curriculum, research games to play, recruit volunteer teachers, and communicate necessary information with volunteer teachers on a regular and ongoing basis. Middle School and High School Sunday school is currently combined. We call this "Summit."
- IV. **Discipleship & Community Development (weekly):** The Director of Student Formation must make sure every student is cared for. It is unrealistic for a youth worker to mentor and disciple every student, but they are responsible to make sure they get connected with other leaders as much as possible. The Director of Student Formation must connect with and find ways to engage students and their parents to get them plugged into the ministry. A student minister at Canyon Creek Presbyterian Church should view their shepherding task holistically. In other words, the Associate is not only ministering to students, but also to their families. Therefore, pick one evening of each weekend (*Friday night, Saturday day, or Saturday night*) to create and execute discipleship opportunities for students. Consistently create hangout opportunities for students, Bible studies, etc.—everything from "Big church-wide" events, to going to get coffee or Boba, playing games at a park, attending various sporting events students are involved

in, playing Broom Hockey, going to the Corn Maze, running errands for youth groups, etc.

- V. **Events (monthly):** Create program-wide events such as “Invite” Nights, game nights,, Laser Tag, Giants game, etc. to create group cohesiveness and relational/outreach opportunities for the director, the volunteer leaders, and the students.
- VI. **Weekend Retreats (quarterly):** Assist the Family Ministries Director in planning and leading Middle School and High School retreats, camps, and overnight events throughout the year. Responsibilities may include volunteer recruitment, event logistics, communication, programming, teaching opportunities, and student care. These trips should incorporate worship, biblical teaching, discipleship, fellowship, and recreation.
- VII. **Mission Trip (annual):** Alongside the Family Ministries Director, plan an annual national and/or international mission trip for the High School Ministry. Independently from the Family Ministry Director, create and execute local mission opportunities for Middle School Students.
- VIII. **Staff and Volunteer Leader Development:** Actively pursue opportunities to develop, empower, and draw students into healthy relationships with adult mentors through various ministry programs. Create a culture and environment for High School Students to grow in Christ while leading at Stronghold (the middle school ministry) as volunteer student leaders. Lead, train, and guide various interns and other administrative staff members working within the Middle School Ministry (partner with Family Ministries Director to do the same in the High School Ministry).
- IX. **Administration:** Administrative responsibilities support the broader ministry objectives of the Student Ministries department and may include communication, scheduling, volunteer coordination, student and family database management, presentation preparation, and other ministry-related administrative tasks.
  - A. **Budget Oversight:** Oversee the Middle School program budget. Oversee staff with budget within the Jr. High ministry and keep them accountable for staying within budget. The Director of Student Formation will be given a church credit card and must work closely with the finance team to stay on task with turning in receipts, planning budgets for trips and/or large

events.

- B. **In/Out of Office Expectations:** The Director of Student Formation is expected to maintain a regular on-campus presence to participate in staff meetings, collaborate with church staff, support church-wide initiatives, and fulfill assigned ministry responsibilities. The position also includes significant off-campus ministry responsibilities, including student discipleship, family engagement, attendance at student activities, and ministry events. The balance of on-campus and off-campus ministry responsibilities will be determined in consultation with the Family Ministry Director.
  
- C. **Schedule:** The Director of Student Formation will maintain a weekly schedule, including assigned office hours and ministry responsibilities as determined by the Family Ministries Director. The schedule may include office responsibilities, meetings, ministry preparation, student discipleship, events, and off-site ministry opportunities. Regular communication regarding scheduling, time management, and ministry priorities will occur with the Family Ministries Director.
  
- X. **Program Evaluation:** Meet regularly with the Family Ministries Director and consistently review the Middle School and High School Ministries and all of their elements, constantly looking for ways to effectively achieve the vision. Be in consistent contact with the Children's Directors and Family Ministries Director about ways to develop and integrate students into other ministries.
  
- XI. **Interconnectivity with the Larger Church Body:** Involve the students within the larger body of the church and all of its activities.

**Note:** The Director of Student Formation will at times be asked to fulfill other duties as needed by the church community that might not relate to their specific field.

## **FINAL DISCLOSURE**

- I. **Ministry Expectations:** As a ministry leader within Canyon Creek Presbyterian Church, the Director of Student Formation is expected to affirm and support the mission, values, and doctrinal commitments of the church. The Associate must demonstrate spiritual maturity, maintain a Christlike example in conduct and character, and actively participate in the spiritual life and ministry of the congregation. This position exists primarily to carry out the religious mission of the church through leadership, teaching, discipleship, and shepherding ministry

to students and families.

- II. **Physical Requirements:** Staff will be required to physically do the following for several hours a day: sitting, bending at the knees, squatting, kneeling, standing. Staff must be able to lift and carry children weighing up to 75 pounds. Staff will be outside supervising and playing with children during various times throughout the week. Staff should also be physically able to play organized group games with children, such as basketball, kickball, dodgeball, etc.
- III. **At-Will Employment:** Employment with Canyon Creek Presbyterian Church is at will. This means that either the employee or the church may terminate the employment relationship at any time, with or without cause and with or without advance notice, subject to applicable law. Nothing contained in this job description, employment policies, employee handbook, or other church communications shall be construed as creating a contract of employment or a guarantee of continued employment.
- IV. **General Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Canyon Creek Presbyterian Church reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position.