

Girls Discipleship & Operations Director

JOB DESCRIPTION

Department: Student Ministry

Direct Report: Student Pastor

This could be a Part-Time or Full-Time position dependant on the candidate's capabilities and availability.

MOUNTAIN TOP'S VISION

WE INVITE AND EQUIP PEOPLE TO FOLLOW JESUS.

Mountaintop Church is a non-denominational, contemporary church in Birmingham, AL. From its founding in 1992, Mountaintop's mission has been unchanging. Our heart is to be a place where all people hear the truth that God is FOR them as they experience that we are FOR them. So that together we can be a force FOR BIRMINGHAM.

SUMMARY OF ROLE

These are the goals that will drive you as you help to realize Mountaintop's vision.

CONNECT

The Girls Discipleship & Operations Director builds meaningful relationships with students, leaders, and families that help every student feel known, valued, and invited to take their next step with Jesus. Also she fosters a culture of belonging by recruiting, equipping, and encouraging leaders who disciple students.

LEAD

Provide intentional leadership that strengthens and supports the overall mission of Mountaintop Students. Through thoughtful planning, collaboration, and operational excellence, helps create environments where students can grow in their faith and leaders are equipped to serve with confidence.

CREATE

Shape engaging experiences that capture students' attention and point them toward Jesus. Whether through events, communication, social media, or your unique gifts, use creativity to remove barriers, inspire growth, and help students own their faith.

SUMMARY OF RESPONSIBILITIES

This is what you'll spend your time doing.

GIRLS DISCIPLESHIP

- Oversee the health, vision, and direction of the Girls Ministry.
- Build, lead, and develop a team of women who invest in and disciple middle and high school girls.
- Cultivate meaningful relationships with students through consistent presence and intentional discipleship.
- Recruit, equip, and encourage female Small Group Leaders for Middle School and High School.
- Provide leadership and input for both Middle School and High School ministries.
- Communicate from the stage during Middle School or High School gatherings (Optional)

OPERATIONS/EVENTS

- Assist with the planning, organization, and execution of ministry events and gatherings.
- Lead and manage social media accounts for Middle School and High School ministries.
- Work alongside ministry leaders to equip volunteers for special events.
- Serve as a resource and encouragement to leaders during events.

STUDENT ENVIRONMENTS (MIDDLE & HIGH SCHOOL)

- Collaborate with Student staff to create engaging environments that help students connect with Jesus and one another.
- Develop creative content for social media and digital communication, if gifted and desired.
- Design or coordinate graphics and creative elements for sermon series, services, and special events, if gifted and desired.

MISCELLANEOUS RESPONSIBILITIES

- Assist with Sunday programming and weekly service preparation.
- Utilize individual gifts and talents (speaking, music, writing, curriculum development, etc.) to strengthen the ministry.
- Pursue a growing, personal relationship with Jesus and model spiritual maturity to students, leaders, and staff.

QUALIFICATIONS

These are skills and traits that are important for this leadership role

This could be a Part-Time or Full-Time position dependant on the candidate's capabilities and availability.

- Candidate demonstrates a genuine and growing relationship with Jesus.
- Possesses strong relational and interpersonal skills and enjoys connecting with both teenagers and adults who are passionate about investing in students.
- Displays self-motivation dependability, and ability to take initiative.
- High energy and enthusiasm are beneficial but not required.
- Available to maintain office hours during the week and serve on Sunday mornings and evenings.
- Bachelor's degree preferred.