

Covenant Life Church
Ministry Position Description

TITLE: Director of Middle School Ministries

MINISTRY AREA: Leading Middle School and Intermediate Students

ACCOUNTABILITY: Director of Family Ministries

TIME REQUIREMENT: Part-Time, Hourly (up to 25 hours a week)

MISSION: To help encourage our fifth through eighth grade students take the next step in their faith following the mission and vision of Covenant Life Church.

OUTCOMES:

1. Our fifth through eighth grade students will grow in their faith, their love God and his Word, and joyfully give their lives for Jesus and others. They will be excited to come and invite their friends to join them.
2. Volunteer leaders in Crossroads (5th & 6th) and Route 101 (7th & 8th) will model faith, teach truth, and encourage our students by being an active presence in their middle school years.
3. Parents will feel confident their youth in Crossroads and Route 101 will grow in faith as they are taught Biblical truths by trained leaders.
4. Volunteer leaders will be recruited, trained, encouraged and equipped in leading middle school students to grow in faith and knowledge according to their developmental level.
5. Bible lessons and small group activities are creatively prepared and taught to our students, and regularly provided to volunteer leaders to insure success in achieving these outcomes.

QUALIFICATIONS:

1. **FAITH:** Exhibits a personal lifestyle and confession that demonstrates that Jesus is Lord of his / her life. Demonstrates a heart for worship, values the role of congregational worship, and has the ability to tell his / her faith story. Is able to teach and edit materials to be consistent with a Reformed perspective.
2. **RELATIONSHIPS:** Exhibits a dynamic personality; one that engages youth, their parents and the church family.
3. **ENTHUSIASM:** Exhibits a passion and excitement for kids, God's Word, seeing young minds and hearts transformed by the gospel, and sharing his/her faith. Has a pro-active, "can-do" attitude that inspires others to get involved.
4. **TEAMWORK:** An ability to work effectively with other ministry leaders and collaboratively within the staff team and culture of Covenant Life Church. Sees him/herself as a leader of a team, not a silo or individual player.
5. **EDUCATION and EXPERIENCE:** Has a bachelor's degree in Education or Youth Ministry and three years' experience working with middle school students and / or leading volunteers in student ministry.
6. **FLEXIBILITY AND ADAPTABILITY:** A problem-solver who adjusts quickly to changing priorities and conditions. Is able to find, recommend, and implement solutions to issues in middle school ministry with input from others.
7. **THE CHURCH FAMILY:** Is an active member, or willing to become one, of the Covenant Life Church family.
8. **STRONG WORK ETHIC:** Will do what it takes to get the job done with excellence. Proactive, goal-oriented, and organized.

COMPETENCIES:

1. **EXPERTISE:** Exhibits expertise in helping youth learn and respond to God's Word, and thus an understanding of a student's spiritual needs and faith development.
 - Creates compelling lessons
 - Develops small group materials
 - Seeks and suggests new ideas and methods in student ministry

2. **ABILITY TO RECRUIT AND EQUIP:** Excels in interpersonal communication, with an ability to teach and develop willing volunteers of various skill levels. It is essential that this person see him/herself as an equipper and developer of people.
 - Recruits leaders committed to making sure each student is known and connected to God and the church
 - Partners with small group leaders to maintain a meaningful connection with the students in their middle school years
 - Recruits and equips teams needed for special events (Rethink, Refuel, Service Projects, Year- end Celebrations)

3. **STRATEGIC THINKING / VISION:** Able to see and communicate the big picture on Middle School Ministry in an inspiring way. Evaluates and analyzes trends so that new and creative solutions are applied to various challenges.
 - Leads in a way that inspires kids and informs leaders
 - Creates opportunities for students to develop and use their spiritual gifts
 - Disciples the faith walk of middle school kids
 - Assists with implementing safety procedures
 - Develops relationships in the community and the schools in order to build bridges into student culture
 - Evaluates goals and seeks feedback for purposes of improvement.

4. **COMMUNICATION SKILLS:** Is able to communicate well in spoken and written media, with an understanding of how to use social media responsibly.
 - Communicates with students in a variety of ways

- Interacts with parents regularly
 - Partners with and provides resources to parents so they can lead their youth spiritually
 - Communicates vision to our volunteer leaders, parents, and church
5. **ORGANIZATIONAL SKILLS:** Is able to take vision and work it down to a flow of people and programs toward an end.
- Prepares and operates within a budget
 - Plans, administrates, and delegates so responsibilities are covered each week
 - Creates the annual calendar with a variety of activities throughout the year

CULTURE:

It is important that a person filling this position fits in with the culture of Covenant Life. In a discussion with staff, the following words were used to describe what this culture is like:

1. **FREEDOM:** We don't micromanage people here. Rather, we trust them to do their job. This means that this person will need to be a self-starter and responsible.
2. **HIGH STANDARDS:** We are looking for excellence—not perfection. We expect the person to be a high performer, running his/her ministry well.
3. **RELATIONAL:** The person filling this position must engage people well and relate to other staff well.
4. **PRO-ACTIVE:** We value greatly the person who is anticipating new things that need to be added to ministry and developing them, rather than just reacting to crises.
5. **FUN:** People report that this is a "fun" place to work. We laugh with each other often and well.
6. **CASUAL:** We don't stand on titles that create a feeling of hierarchy. We relate to each other as peers within a functional structure. Dress is appropriate to our roles, but overall casual as well.

7. **CARING:** We care for each other in ministry here.

8. **REALISTIC:** We don't pretend that problems don't exist. Rather, we are able to critique ministry honestly without focusing on blame, but solutions.

9. **ENGAGED:** We expect the people who work here to be fully engaged. We encourage each other to take appropriate time for family and personal needs, but people who work here have to be comfortable with an expectation of high activity.

COMPENSATION:

Compensation scale is based on level of education, experience and qualification.