



Director/Pastor of Middle School Ministries

Job Description

Title: Director/Pastor of Middle School Ministries

Department: Management Team

Classification: FT Ministry Exempt Staff

Reports to: Sr. Associate Pastor

Supervises: MSM Coordinator, MSM Admin Assistant, Student Ministries Worship Arts Coordinator

Updated: March 2021

PURPOSE

To provide leadership for middle school ministries so middle school students (6th-8th Grade) can know Christ, grow in Christ, and Go in His name.

QUALIFICATIONS

Corporate

1. Testimony of faith in Jesus Christ as Savior and Lord
2. Has a maturing relationship with Christ and His church, and is reaching out to those who do not yet know Him.
3. Unreserved commitment to the purpose, vision, and core values of Constance Free Church
4. Ability to abide by the policies, procedures, and practices of Constance Free Church
5. Represent in good conscience the position of the Constance Free Church Biblical Manhood and Womanhood Paper
6. Can subscribe without mental reservation to the EFCA Statement of Faith
7. Effective communication skills: written, verbal and interpersonal
8. Derives satisfaction from serving as a team player in a collaborative environment

Position Specific

1. Ability to have a cooperative, healthy and motivating relationship with ministry staff, students, parents and adult volunteers
2. Demonstrates strength in leadership, teaching and administration
3. Ability to recruit, mobilize and form ministry teams of qualified volunteers
4. Demonstrated history of using appropriate judgment with discretion, sensitivity and confidentiality
5. Possess a Bachelor's degree, Seminary training preferred
6. Large church ministry experience
7. Willingness to become credentialed in the Evangelical Free Church of America
8. Passion to see spiritual transformation take place in the lives of middle school students
9. Committed to growing the Middle School Ministries through outreach
10. Embrace and adapt to growth, change, innovation and creativity
11. Values long-term ministry
12. Meets Biblical standards for church overseers found in 1 Timothy 3 and Titus 1:6-9



RESPONSIBILITIES

(Estimate of Hours per Week Devoted to Each in Parenthesis)

Administration (10%)

1. Participate in the ministry management plan of Constance to set vision for the ministry as well as personal and professional development, and partner with God and others to see that vision accomplished
2. Assess the ongoing status of the Middle School Ministries as well as personal and professional development
3. Establish and implement annual key result areas and goals
4. Participate in all-staff, community staff and pastoral staff meetings
5. Plan and control a Middle School Ministries budget (VP3)
6. Evaluate, plan and implement ongoing improvements in systems to enhance overall ministry effectiveness

Programming (35%)

1. Translate ministry vision and goals into programming schedule for the year with Middle School Ministries staff and leaders (VP2)
2. Create teams for events and programs to plan and run
3. Oversee the planning, organization, execution and evaluation of each event, program and trip

Staff Oversight (5%)

1. Provide appropriate work direction for paid staff (i.e. Administrative Assistant, Worship Leader, Intern)
2. Provide training and coaching to staff
3. Provide staff with vision, roles, responsibilities, reviews, resource, procedures and policies related to MSM, Student Ministries and ministries to families.
4. Hire support staff as necessary

Volunteer Recruitment, Retention and Training (10%)

1. Recruit all necessary volunteers to carry out ministry goals and plans in a team-based environment
2. Initiate and implement volunteer retention strategies and team development
3. Recruit a prayer team and provide monthly updates
4. Ensure adequate coaching and training for ministry volunteers; provide vision, roles, responsibilities, resources

Teaching and Ministry Resourcing (20%)

1. Develop a teaching ministry for middle school students in collaboration with the overall church vision
2. Have an ongoing teaching presence within the Middle School Ministries
3. Oversee the selection of teaching, curriculum, activity, media, worship, prayer and other ministry resources

Relationship Building and Shepherding (10%)

1. Ensure adequate and meaningful contacts with middle school students, parents and volunteers are being maintained in a team-based manner
2. Facilitate crisis intervention and counseling referral for middle school students and families
3. Assist students in finding ministry involvement within the church and community

**Family Ministry (5%)**

1. Communicate with parents of Middle School Students about upcoming programming and curriculum
2. Provide resources for parents to encourage faith development in their child through various means
3. Lead milestone experiences related to this age group; family events celebrating faith growth in their child's life

Intergenerational Ministry (5%)

1. Provide opportunities for students to connect with the congregation at large through service, worship and church life
2. Work toward creating a culture of 5 to 1 relationships; each teen surrounded by 5 adults that can model faith.
3. Oversee the development and execute of the Prayer Partners ministry initiative
4. Oversee a transition plan for incoming 6th grade students into MSM.

RELATIONSHIPS

1. This position reports to the Sr. Associate Pastor
2. This position oversees the MSM Coordinator, MSM Admin Assistant, Student Ministries Worship Leader
3. This position collaborates with the High School Ministries Pastor/Director and the Children's Ministry Director
4. This position works closely with all staff members, lay leaders, students, and parents