

JOB DESCRIPTION:	Associate Director of Middle School Ministry
WORK STATUS:	Full-Time WEEKLY HOURS: 40
REPORTS PRIMARILY TO:	Director of Middle School Ministry
REPORTS SECONDARILY TO:	Director of Student and High School Ministry

PRINCIPAL FUNCTION

Oversee the middle school students within the student ministry. Lead and build relationships with the children, creating opportunities for spiritual formation, foundation, and vocation. Facilitate the integration of high school students into the entire body of Christ.

FUNCTIONAL REQUIREMENTS

1. Leadership and Planning
 - a. Assist in creating an overall vision for the Middle School Ministry that fits into the overall vision of Student Ministry and the church.
 - b. Assist the Director of Middle School Ministry in creating and adhering to a yearly budget for the ministry.
 - c. Analyze and review all events and activities for effectiveness and improvement.
 - d. Find ways to creatively reach middle school students.
 - e. Assist in organizing and running the Middle School Fall Camp and The Edge Summer Camp.
 - f. Assist in designing and evaluating an effective curriculum for Middle School Ministry.
 - g. Design booklets, t-shirts, and other creative materials as needed.
 - h. Work with the Elementary Ministry to transition rising 6th-grade students and their families to the Middle School Ministry.
 - i. Work with the High School Ministry via the Onward weekend to aid the transition of 8th-grade students into the High School Ministry.
2. Leadership for the Interns and Volunteer Leaders
 - a. Assist in the recruitment and hiring process for Interns as directed by the Director of Student Ministry.
 - b. Provide regular, honest evaluations and constructive feedback to the 2-Year female interns.
 - c. Intentionally mentor the female 2-Year Interns.
 - d. Intentionally mentor the Summer Interns with regular, honest evaluations and constructive feedback.
 - e. Take part in the Student Ministry and Middle School staff meetings.
 - f. Regularly meet with the volunteer leaders as a team to provide training and encouragement.
3. Regular Student Teaching
 - a. Teach at the Mid and Middle School Sunday School regularly.
 - b. Lead “Hangtime” weekly.
4. Intentional Interaction and Relationships with the Families
 - a. Have 6-8 hours of weekly contact work with students outside of programs.
 - b. Monthly evaluate which students have not been involved and reach out to them.
 - c. Be proactive in communicating with parents and students.
 - d. Proactively recognize and contact students and parents who are not involved.
 - e. Proactively build relationships with female students and their parents, especially with those who are new.
 - f. Pray regularly for all families and students in the Middle School Ministry.
 - g. Know all the students in the Middle School Ministry.
 - h. Attend Onward.
5. Other
 - a. Occasionally perform other duties within the scope of this ministerially exempt description.
 - b. Remain in compliance with the Employee Handbook and Staff Covenant.

PHYSICAL REQUIREMENTS

Ability to sit at a desk and use a computer for extended periods of time.

Ability to be on campus on Sunday mornings and Wednesday evenings.

Contact Sarah Braden at sarahbraden@cspc.net