

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

MIDDLE SCHOOL MINISTRY COORDINATOR

Department: Youth Ministry
Reports to: Associate Pastor for Youth and Their Families
FLSA Status: FT/Exempt
Date Reviewed: January 2021
Group: 3

SUMMARY

Cultivate faith formation with middle school youth in grades 6-8. Efforts should help perpetuate, in collaboration with other staff and lay disciples, Christian education and spiritual guidance for youth and their families. Maintains and implements current programs, but also creates new opportunities. This position will help perform the duties associated with the overall youth ministry including coordinating outreach, education, fellowship, and personal relationships with the youth and their families at MPPC.

QUALIFICATIONS

Bachelor's Degree with three years of experience working with youth preferable in a church setting or the equivalent combination of education and experience. A committed follower of Jesus Christ and evidence of personal discipleship, knowledgeable about the Presbyterian Church (USA) form of government and have a good understanding and commitment to the Reformed Tradition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with youth leaders and class advisors to plan, direct and implement weekly activities special events, mission projects and programs that encourage Christian spiritual development and build community with students, grades 6-8
- Initiate and coordinate weekly communication with young people, youth leaders, parents and staff
- Welcomes 5th graders and their families through a coordinated program, building relationships and connecting with youth
- Plan and implement youth retreats, mission trips, and conferences
- Affirm the call of young people to be disciples of Jesus Christ and encourage their active response to faith, connecting them to ministry and mission opportunities
- Cultivate leadership for middle school youth council and youth ambassadors for each grade that can in turn create a culture of friendship in the youth ministry
- Produce newsletter information, church blogs, calendars, letters, flyers, social media, emails, etc. to publicize the activities of MPPC Youth and tell the story of MPPC Youth ministry to the congregation and to youth and their families
- Collaborate with the Youth Council to recruit youth leaders, class advisors, major event coordinators and ideal trip leaders
- Build relationships with youth and their families in 5th-9th grades through weekly contact work and pastoral care
- Participate in weekly staff meetings
- Participate in weekly youth activities, mission trips and annual overnight weekend trips. During the summer, this person would attend an average, but not more than four mission trips or youth conferences each summer
- Coordinate with the scouting ministry to provide training, God and Country workshops and staff support
- Other duties as assigned by Associate Pastor for Youth

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

MIDDLE SCHOOL MINISTRY COORDINATOR

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Relational Ministry skills: Demonstrates the ability to build appropriate rapport, effective and constructive relationships. Can create opportunities for community building and engage people positively, with a demeanor of optimism.
- Large Group Management: Able to manage a large group of middle school youth games, bible study, prayer and activities. Can use that same skill with parents and/or congregation members.
- Organization: Can handle multiple tasks and assignments at one time. Able to plan, gather and organize resources and people to administer a youth ministry program effectively in a large church. Seek to use resources effectively and efficiently.
- Leadership Development: Guide adult volunteers, maintaining open and active dialogue. Identify raw talent and recruit capable people, providing guidance and support; delegate; build people up; maintain open and active dialogue with volunteers; communicate expectations clearly and hold people accountable; able to cultivate a group of middle school youth in their leadership development.
- Planning and Program Development: Passion to teach and lead creative programs for both youth and adults; ability to assess the length and difficulty; develop schedules and task assignments delegating as necessary; measures performance against goals and evaluates results.
- Care and Compassion: Able to offer care to youth and their families in times of special need. Display respect and understanding required to work with the complexities of pastoral care.
- Imagination: Take time to step back and look at the larger picture, bring creativity to programs and invite a deeper imagination from the community of faith.
- Ability to effectively communicate through verbal, written, or electronic means
- Ability to maintain confidentiality
- Ability to read, interpret and analyze complex documents
- Ability to prepare budgets and use financial statements
- Ability to use Microsoft Office, the internet and confident in several forms of social media

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to: frequent handling of files, books, and boxes of documents, keyboarding, operating a telephone, and other office equipment.
- Mental requirements include, but may not be limited to: general math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

WORK ENVIRONMENT

- The employee is occasionally required to be mobile throughout the building and attend off-site functions.
- The noise level in the work environment is moderate.