

# 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; Ministerial Exception  
**Date Reviewed:** January 2021  
**Group:** 3

#### SUMMARY

The Middle School Ministry Coordinator will cultivate faith formation with middle school youth (grades 6-8). The individual's efforts should help perpetuate, in collaboration with other staff and lay disciples, Christian education and spiritual guidance for youth and their families. A successful candidate will maintain and implement MPPC's current programs, but also create new opportunities for youth engagement. 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

A Bachelor's Degree with at least three years of experience working with youth preferable in a church setting, or the equivalent combination of education and experience, is required. An applicant should be a committed follower of Jesus Christ and demonstrate evidence of personal discipleship, be knowledgeable about the Presbyterian Church (USA) form of government and have a good understanding of 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
- Welcome 5<sup>th</sup> graders and their families through a coordinated program, building relationships and connecting with youth transitioning from elementary to middle school
- 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 5<sup>th</sup>-9<sup>th</sup> 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

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- Coordinate with the scouting ministry to provide training, God and Country workshops and staff support
- Other duties as assigned by Associate Pastor for Youth

#### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

- Relational Ministry skills: Demonstrates the ability to build appropriate rapport and to develop 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: Guides adult volunteers, maintaining open and active dialogue. Identifies raw talent and recruit capable people, providing guidance and support; delegates; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds 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 of programs and events; develops 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. Displays respect and understanding required to work with the complexities of pastoral care.
- Imagination: Takes 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 – with youth, their parents and the congregation at large.
- 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.