



Job Title: Middle School Ministry Associate

Status: Exempt/Salaried Full-time/Level 600

Prepared By/Date: Rosalind Gillie - 6/8/2018

Approved By/Date: Pending

Position Description

The Middle School Ministry Associate will help lead the middle school ministry by assisting leadership, staff and volunteers in a variety of ways. The position is split between administrative responsibilities and a personal ministry with students. The primary administrative responsibilities are event and retreat planning, oversight of the ministry's finances, and communication to leaders, students and parents. The associate's personal ministry will be to middle school girls and high school leaders and will involve relationship building, evangelism, and discipleship.

Organizational Status

This position reports to the Middle School Pastor.

Working Relationships

Works directly with the Middle School Pastor, other staff members, adult Sunday school leaders, and high school T412 leaders.

Roles and Responsibilities

- Development of ministry goals and vision.
- Logistics, scheduling and administration of ministry events: Sunday morning worship, retreats and trips, and weekly youth group.
- Communication throughout the ministry: preparing and sending of flyers, newsletters, emails and reminders to staff, students, and parents as needed.
- Ministry Finances: oversight of ministry budget and completion of expenditure and reimbursement forms.
- Relationship building, evangelism, and spiritual development with girls in the ministry.
- Personal and weekly discipleship with high school student leaders, geared towards preparing them and aiding them in their ministry and leadership.

Key Performance Indicators

- Effectiveness and organization of Sunday School, T412, retreats and other ministry events.
- Personal and ministerial development of leaders: faithfulness in leading the small group and effectiveness in giving them a vision and framework for ministry.
- Personal ministry to middle school girls: faithfulness in pursuing relationships with them, praying for them, and sharing the Gospel with them.

Qualifications and Requirements

- A passionate love for the Lord and a heart for middle and high school students
- Small group leadership and discipleship skills
- University graduation.
- Organizational skills and a strong level of attention to detail
- Exceptional written, verbal, and interpersonal communication skills
- Excellent computer skills.