

**PLAINFIELD CHRISTIAN CHURCH**  
**MIDDLE SCHOOL MINISTER**  
**JOB DESCRIPTION**

**SCOPE OF POSITION**

The Middle School Minister is responsible for all areas of Youth Ministry for 6<sup>th</sup>-8<sup>th</sup> grade aged students. This role will work closely with the High School Minister in developing a cohesive spiritual formation pathway for students- along with creating opportunities for parents to engage in the spiritual formation of their children. This position reports to the Next Gen Director and is part of the Next Gen Ministry team.

**GENERAL DUTIES/RESPONSIBILITIES**

**Vision and Mission**

- Maintain a vision and philosophy of ministry that works in concert with the overall mission of PCC.
- Provide a plan and process for the spiritual formation for students ages 6<sup>th</sup>-8<sup>th</sup> grade.
- Establish and implement short-range and long-range goals to strengthen and enhance the Middle School ministry.
- Develop and direct weekly Sunday programming including curriculum, small group environments, teaching strategy, etc.
- Oversee and plan middle school camp and retreats.
- Oversee and plan different events throughout the year that strategically strengthen the Middle School ministry.
- Provide oversight to the Sunday morning program for middle school students.
- Find ways to take the programming outside of the church walls primarily through relationships with parents.
- Coordinate Pier Café needs, upkeep, and volunteers for Sunday mornings.
- Perform any other duties assigned by the Senior Minister, Executive Director, or NextGen Director.

**Volunteer Leadership and Training**

- Recruit and develop volunteers for grades 6<sup>th</sup>-8<sup>th</sup> levels of small group in the middle school ministry, matching giftedness to meaningful service.
- Provide direction and scheduling for all volunteers serving in the middle school ministry.
- Support volunteers with necessary curriculum, resources, and ancillary materials to achieve optimal spiritual direction for the students in their groups.
- Create a positive environment that shows volunteers they are appreciated and necessary for an effective middle school ministry.
- Mentor, shepherd, and disciple volunteers to become leaders who exemplify the love of Jesus in all aspects of their life.
- Recruit and ensure volunteer staffing of the Pier Café that will be open during middle school programming on Sunday mornings.

### **Family Advocacy**

- Support and partner with parents in spiritually leading their students by resourcing them with helpful tools.
- Engage parents to create a partnership in raising their students to follow Jesus.
- Engage and motivate parents in the spiritual formation of their students.

### **GENERAL QUALIFICATIONS**

- Exhibits a growing relationship with Jesus Christ.
- Has a thoughtful well-stated philosophy of ministry, including the ability to articulate the role and balance of the church and the family in spiritual formation.
- Ability to envision this position as a ministry that has a heart for children and their families.
- Maintain an understanding and agreement with the beliefs of Plainfield Christian Church.
- Demonstrates the presence of spiritual gifts such as leadership, administration, faith, discernment/wisdom, or knowledge/teaching.
- Displays the ability to relate well with people of all ages.
- Willing to work effectively with other staff and volunteers to foster a spirit of unity in a team environment.
- Thrives in a team environment and is naturally inclined to take the lead in a collaborative fashion.
- Ability to plan, organize, prioritize, schedule and coordinate work tasks and projects independently and with a team.
- Displays strong written and verbal communication skills.
- Able to multiply himself or herself through effective recruitment, training, coaching, mentoring, and empowering of volunteers.
- Proficient in the Microsoft Office suite and other appropriate technology.

### **EDUCATION AND EXPERIENCE**

The Middle School Minister will have a minimum of 3 years of experience in Student Ministry and hold a 4-year degree from an accredited Christian College or University.

### **SUPERVISORY RESPONSIBILITIES**

The Middle School Minister provides support and supervision for all students in grades 6-8 and all volunteers needed to fulfill programming needs.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the general duties of this job. While performing the duties of this job the employee is regularly required to stand, walk, sit, and to use sufficient hand, arm, and finger dexterity to operate computer equipment. Requires physical work associated with moving supplies, participating in student activities and similar. Requires visual acuity to read words and numbers and for text and email communication. Requires speaking and hearing ability to communicate effectively in person and over the phone.

### **WORK ENVIRONMENT**

The work environment characteristics are those generally associated with an office setting, luncheon setting, conference setting, camp setting, and consistent with vocational ministry environments.

### **EMPLOYMENT STATEMENT**

Nothing in this job description restricts Church's leadership's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Plainfield Christian Church at-will employment, duties, and responsibilities are subject to the Plainfield Christian Church Employee Handbook.

### **WORK HOURS**

This position is full-time, exempt, At-Will position. The hours will vary based upon church need and may include evening and weekend hours.

### **COMPENSATION**

This is a salaried position and includes a full benefits package including healthcare, retirement simple IRA plan, paid vacation, paid holidays, and cell phone stipend. Compensation will be commensurate with the qualifications and experience of the candidate.