



JOB DESCRIPTION

Coordinator of Middle School Ministries

Wage Type: PT 20 hours/week

Responsibilities

Christ Lincoln is seeking a talented individual to be a part of the Family Ministries team as a middle school age-level specialist and advocate. This individual will combine deep understanding of young adolescent development & Lutheran Church Missouri Synod theology to design curriculum & environments most supportive of middle school students, bringing expertise to develop programs and education for these students and their families including confirmation programs for grades 6-8, special middle school events, leadership development and Sunday morning Bible study curriculum. Position includes development and training/recruitment of small and large group leaders, significant coaching & mentoring of volunteers at both campuses. Strong management and authentic personal interactive skills needed. Bachelor's degree in education-related field and proven leadership experience with preteens/middle schoolers required. Salary and benefits include a flexible work schedule. 20 hours/week. The Coordinator of Middle School Ministries must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The Coordinator of Middle School Ministries must lead by example; maintain high core values and CLC Mission. Send resume to Rebecca Fisher at rfisher@christlincoln.org

Supervisor: Director of Family Ministries

- I. Operate with an Outward Mindset
- II. Demonstrate team mentality & open communication.
- III. Serve as the age-level specialist, advocating for the specific needs of the middle school students and their families within the Family Ministry Team as priorities are set.

Recipients: Middle school students & families across all campuses

- I. Select and modify curriculum for weekly spiritual growth programs for both our Sumner and Yankee Hill campuses
 - a. Sunday morning Bible Classes for grades 6-8
 - b. Wednesday evening CrossTraining and CrossTraining JV for grades 6-8
- II. Connect with and resource families from Sumner Campus and Yankee Hill for Sunday morning and Wednesday evening CrossTraining / CrossTraining JV
- III. Regularly contribute to Middle School Facebook, Instagram, MSM web page, and other appropriate means of social media including bi-monthly newsletter.
- IV. Design, coordinate and ensure staffing for at least two summer mission trips & various service opportunities for middle schoolers through the academic year. Limited fundraising may be a part of this.
- V. Direct rising 6th graders for "Mission in Motion" VBS experience at both campuses, with a strong 'out in the community' focus.

Coworkers: Family Ministry Team and Yankee Hill & Sumner Pastors

- I. Resource Yankee Hill Campus DCE with curriculum, weekly supplies and training for middle school volunteers
- II. Work with the High School Director to ensure seamless transition of 8th graders into 9th grade
- III. Work with the Children's Ministry Director to ensure seamless transition of 5th graders into 6th grade.
- IV. Attend one continuing education opportunity with the Family Ministry Team - conference, workshop, etc

Direct Reports: Small and large group leaders for grades 6-8, Wed night cafe, tech & tear-down support volunteers.

- I. Recruit, direct, train and supervise both campus' Middle School Ministry Small Group Leaders and other volunteers (approximately 25/week).

Competencies - specific skills to this position

The Coordinator of Middle School Ministries shall have the minimum competencies to successfully and efficiently complete these duties. Qualified Candidate will possess:

- I. Demonstrated love for Jesus Christ and clear Gospel focus.
- II. Understanding of the developmental level of middle school students
- III. Ability to differentiate instruction for those with learning disabilities
- IV. Troubleshooting skills to process breakdowns to create and implement solutions.
- V. Strong organizational skills with attention to detail.
- VI. Ability to laugh and enjoy daily life with middle school students.
- VII. Willingness to enter into the world of the young adolescent and keep up with their culture.
- VIII. Ability to multitask and prioritize daily workload.
- IX. The skills to effectively present information and respond to questions from students, staff and parents orally and visually.
- X. Ability to embrace and learn continually-changing technology to meet the changing needs of the students and families.
- XI. Ability to take initiative and be a self-starter.

Abilities

The Coordinator of Middle School Ministries should exemplify these skills: organization and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills.

Qualifications

1. At least three years working with middle school students (required)
2. Evidence of strong Lutheran (LCMS) theological understanding and an adherence to those basic theological concepts (required) Entering into or continuing a called status could be arranged for rostered LCMS church workers.
3. Bachelor's degree in education-related field (required)

Equal Opportunity Commitment/Americans with Disabilities Act

The Organization is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

The Organization will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is the Organization’s policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Organization’s Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CLC retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on periodically. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Coordinator of Middle School Ministry may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CLC and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lutheran Church and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date