



Director of Middle School Ministry

Department: **Ministry**

Wage Type: **Full Time**

FSLA Exemption: **Exempt**

Revision Date: **June 8, 2021**

Responsibilities

The Director of Middle School Ministry (DMSM) is a member of the Family Ministry team as a middle school age-level specialist and advocate. The DMSM will combine a 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, Sunday morning Bible study curriculum, mission trips, and other duties or responsibilities as mutually agreed upon by supervisor. The DMSM is responsible for the development and training/recruitment of small and large group leaders as well as significant coaching & mentoring of volunteers at both campuses. *The Director 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 DMSM must lead by example,; maintain high core values and CL Mission.*

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
 - i. Sunday morning Bible Classes for grades 6-8
 - ii. Wednesday evening Middle School Ministry program for grades 6-8 leading to Confirmation
- II. Regularly contribute to Middle School Facebook, Instagram, web page, and other appropriate means of social media including bi-monthly newsletter.
- III. Design, coordinate and ensure staffing for two summer mission trips & various service opportunities for middle schoolers through the academic year. Limited fundraising may be a part of this.
- IV. 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 and Pastor 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 each year.

Direct Reports: Small and large group leaders, Support Volunteers

- I. Recruit, direct, train and supervise both campus' Middle School Ministry Small Group Leaders and other volunteers.

Competencies

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

- I. Demonstrated faith in the triune God 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 in writing.
- X. Ability to embrace and learn continually-changing technology to meet the needs of students and families.
- XI. Ability to take initiative and be a self-starter.

Abilities

The Director of Middle School Ministry should exemplify these skills: organization and time management, professionalism, a positive attitude, accountability, respect, and excellence. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills. The Director of Middle School Ministries will be an example of Christian conduct through his/her leadership, be in agreement with the vision, philosophy of ministry, and statement of faith of Christ Lincoln. He/she will set an example in personal devotional life, regular church attendance and participation in the Sacrament of the Altar. He/she will be a motivated, passionate, Gospel driven individual that is committed to excellence. Strong management and authentic personal interactive skills needed.

Qualifications

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

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln 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.

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