



JOB DESCRIPTION

Position Title	Director – Jr High Ministry
Position Reports to:	Mark Friestad, Pastor of Youth & Children
Department:	Children & Youth
Schedule (may vary)	Sunday-Thursdays
Rate/Salary	\$70,000/annually + full benefits

General Description

The Jr High Ministry Director helps oversee ministry to 7th & 8th graders. We recognize that middle school is an important transition time cognitively, socially, physically, and emotionally, and it also presents an opportunity for kids to grow and mature spiritually. If you love this age group and could see yourself passionately ministering to them in North County San Diego, you could be right for this role.

Middle school is an important time of transition. Physical, cognitive, social, and emotional changes all accelerate during this life period. Spiritual development needs to keep pace with all of the other changes. It's not a time to back away from spiritual growth and just draw on foundations already laid. In short, 7th and 8th graders need to Take the Next Step.

Being a disciple of Jesus won't necessarily shield someone from going through difficult or challenging things. But we believe that when the God-relationship takes precedence in a teenager's life, all other relationships and priorities fall into place.

We want to see multiple clusters of Christ-centered friendships made up of 7th and 8th graders who:

- Feel at home in their church.
- Can share their reasons for following Jesus.
- Have God-soaked imaginations.
- Can see others through the eyes of God.
- Can lead their peers spiritually.
- Embrace holiness.
- Are bold believers: convinced, confident, unashamed.
- Find their identity in Jesus first.
- Are confident in their wiring, personality, and gifting.
- Are trained in how to regularly, personally encounter God.
- Seek righteousness, allowing God to guide their decision-making.
- Have an honest prayer life.
- Have a hunger for Jesus and a desire to know him more.
- Have a Christ-centered friendship.
- Seek and love truth.

Specific Duties and Responsibilities

- Design and initiate programs, maintaining and updating the annual ministry calendar and publishing events for the coming three months
- Recruit, retain, and develop adult volunteers

- Oversee weekend teaching series development and calendar and small group materials
- Market events
- Organize camp fundraisers
- Actively lead weekend and midweek programs
- Teach multiple times a month in weekend services
- Plan and execute summer and winter camps
- Lead weekly team planning and strategy meetings
- Participate in monthly youth team training meeting
- Communicate with families, both broadly (e-mail content) and one-to-one (phone calls, personal e-mails)
- Counsel with students in crisis, making referrals as necessary
- Oversee support staff (currently an associate director and worship leader)
- Manage the ministry budget
- Other tasks related to being part of the Pastoral Leadership Team
- Other duties as assigned

Knowledge & Skills Required for the Job

- Awareness of the developmental characteristics of early adolescents
- Ability to speak in front of a large group and manage gatherings
- Stay on top of youth ministry trends and best practices. Must have an awareness of ministry models and methods as well as a working model of spiritual development among early adolescents.
- Ability to handle sensitive or confidential ministry matters
- Ability to lead worship is not required, but is a definite plus
- Experience supervising others helpful; at minimum, must be willing to coach and lead other staff

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Must be or become a regular attender of North Coast Calvary Chapel
- This position is statutorily mandated to report suspected child abuse and neglect

Work Environment

- Programs are active and busy, requiring attention to multiple people and details at one time
- Preparation work and meetings with staff happen on campus, in offices and meeting rooms
- Meetings with volunteers may take place off-site
- Contact work with students may take place off-site in homes or at outside events

Schedule Requirements

- Weekly planning and strategy meeting with staff
- Monthly training with youth ministry team
- Schedule is generally Sunday-Thursday, but days may flex depending on camps and events
- Work is expected to be done on-site, unless contact work or events dictate otherwise

Physical Requirements

- Standing (regularly)

- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)