



Job Profile

The Middle School (MS) Director is responsible for the oversight and implementation of all aspects related to the ministry of students in grades 6-8. The Director maintains a firm grasp on the purpose, vision, values, and strategic initiatives of the church, ensuring that the MS ministry is properly aligned with the overall church direction. Also ensures that the MS ministry's objectives, practices, and policies support the overall vision and strategy for the youth ministry department.

The Middle School Director will report directly to the Youth Ministries Pastor and work closely with him in leading and creating vision for the Berean Youth. This is a full time exempt (salaried) position.

Job Responsibilities

Essential duties:

Be a core participant of the team setting the direction and executing the strategy that helps students passionately follow Jesus

- Be a key member of the youth ministry team that helps dream, plan and execute to reach students with the Gospel
- Actively attend Berean Baptist Church services
- Attend youth and family ministry meetings as assigned by supervisor
- Be an active member of Berean Baptist Church staff by participating in staff gatherings

Serve as main minister to students grade 6-8

- Lead non-Christian teens to an awareness of the saving power of Jesus Christ.
- Lead teen believers to an awareness, understanding and experience of a Christ-centered life through follow-up and strategic discipleship.
- Apply faithful treatment of the Bible in testimony, teaching, training, and conversation
- Encourage teens in the life of faith, including spirituality, family life, school environments, and other life related matters.
- Encourage youth to see the importance of being part of the larger family of Berean Baptist and work to integrate them with the main congregation.
- Play a key role in all corporate youth gatherings including Sunday mornings and mid-week meetings.
- Oversee, plan and participate regularly in scheduled youth functions, which would include mission trips, retreats, and other special events.
- Oversee planning and participate in service, mission projects, & evangelistic outreach events.
- Pray regularly for the middle school students.

Take responsibility for volunteer recruitment, training, strategic planning and leader development in order to execute the purpose, vision, and values of the Youth Ministry.

"We know that for those who love God all things work together for good, for those who are called according to his purpose."

Romans 8:28 ESV

- Continually be looking for and recruiting new leaders to help with the Middle School ministry.
- Regularly train and equip the MS volunteer team.
- Help communicate the Berean Youth goals and vision to the MS volunteer team
- Ensure that all volunteers meet the requirements set out by Berean Baptist Church and the youth department for volunteer leadership
- Meet regularly with leaders outside of normal program times to provide an open door and encourage leaders through listening and counseling
- Pray regularly for the middle school leaders.

Other duties:

Come alongside parents of MS students to equip and assist them in their role as the primary spiritual trainers of their children.

- Promote family first ministry with MS parents
- Regularly keep parents informed of ministry plans and events
- Regularly provide parenting resources
- Pray regularly for the parents of middle school students.

Knowledge, skills, and abilities

Maintain or establish membership with Berean Baptist Church

Agree with Berean Baptist statement of faith

Three (3) to five (5) years of experience with youth ministry with over 50 youth regularly in attendance

Experience with youth retreats or coordination of mission projects

Working knowledge of standard office equipment, procedures, and practices

- proficiency with Microsoft Office Suite, email, and internet usage
- ability to learn to use Planning Center, Mailchimp, PC People and other software

Ability to work under pressure in order to meet deadlines

Good communication and conflict resolution skills

Maintain a positive and uplifting demeanor

Work independently in the absence of direct supervision

Work Conditions

Physical Characteristics

- Working in office for periods of time
- Involves some light lifting, up to 20 pounds, and managing supplies for storage
- Ability to stand and walk around the classrooms for several hours on Wednesdays and Sundays
- Working BY or Family Ministry events that are outside of regular work hours, which can be in the evenings or on weekends

Hours

Able to work a flexible schedule that includes weekday office hours, Wednesday nights and Sundays.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.