

**BLACK ROCK CHURCH
JOB DESCRIPTION**

JOB TITLE: Director of Middle School Ministries

JOB DESCRIPTION DATE: June 2020

JOB REPORTS TO: Pastor of Student and Young Adult Ministry

JOB CLASSIFICATION: Full-Time Part-Time Volunteer Temporary

THE JOB:

Help hundreds of students put their faith in Christ, live out their full identity in Christ, and be able to share the love of Jesus Christ to their friends, family and community. This person will oversee our dynamic Middle School Ministry ensuring 6th-8th grade students have fun and powerfully spiritual programming that reaches and disciples them. Currently we have over 100 middle school students who attend our Wednesday Night programming. This person will lead the Wednesday night programming, develop Adult leaders, student leaders, help lead retreats, Sunday school, a missions trip and other programming as needed.

WHO WE'RE LOOKING FOR:

- A person excited about helping students find Jesus, fully live out their faith, and reach their friends.
- A dynamic and fun person who can relate to energetic middle school students.
- A person with good communication skills who can interact with both students and parents effectively.
- A servant leader and team player who can adapt to a growing ministry and work well with other teams within the church.
- A person who can lead a student ministry that is diverse racially, ethnically and socioeconomically.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.
- Bachelor's degree required

THE WORK YOU'LL DO:

- Vision, Direction & Teaching
 - Work with the Pastor of Student Ministries and Director of High School Ministries to develop, implement, evaluate and improve all student ministry programs to most effectively reach and disciple students.
 - Part of teaching team with the Pastor of Student Ministries and Director of High School Ministries that teach the word of God in a powerful, creative and applicable way for Tuesday and Wednesday night programming.
- Wednesday Night "Thrive" Program
 - Lead dynamic, fun, spiritually rich programming that gets middle school students excited about knowing Jesus and living out their faith.
 - Make sure all elements needed for weekly programming are ready using Planning Center to effectively manage
 - Create, manage and communicate a detailed calendar for all long range planning such as teaching series, retreats, adult & student leadership events, Sunday school, special events, etc.

- Adult Leader Development - Ensure there are quality adult leaders for all Middle School small groups:
 - Recruiting to ensure all levels of adult leaders are filled with quality volunteers.
 - Leading a defined training process with ongoing development.
 - Supporting Leader Coaches by meeting at least twice a month.
 - Meeting with each Adult leader 1 or more times per year to encourage and get feedback on the Ministry.
- Student Leader Development
 - Implement (and create where needed) defined year-long discipleship plan for Student Leadership Team.
 - Implement (and create where needed) Student Led Ministry teams with defined leadership roles and defines team roles.
 - Create and clearly communicate a defined Calendar for Student Leadership team members and their families.
 - Identify and invest in 4-5 Students with leadership skills or potential. Meet regularly with those students and develop them for future leadership.
- Retreats
 - Shall assist in planning, and execution of Fall and Winter all student ministry retreats.
 - Shall assist with Student Leadership Retreat and LEAD week
- Sunday School
 - Ensure a quality Sunday morning class for Middle School Students students exists at the 11:30am service hour.
- Communications
 - Lead Middle School section of Student Ministry staff meeting
 - Weekly communication to Middle School parents
 - Communicate all necessary Middle School information to Parents, BRC staff and the broader community.
 - Run open house for parents in the fall and a January parents meeting.
- Missions Trips
 - Plan, Recruit and Lead one Summer Missions Trips.
- Budget
 - Develop and maintain the Middle ministry budget.
 - Work with the Pastor of Student Ministries to establish and monitor the student ministry budget.
- High School Ministry responsibilities
 - Create teaching series & discussion questions for Fusion when scheduled that teach the word of God in a powerful, creative and applicable way.
 - Shall help with execution of Young Life events as needed.

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU’LL JOIN:

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.