



## Christ Community Church Job Description

**Job Title:** Middle School Coordinator

**FLSA Status:** Full-Time, Exempt

**Work Days/Hours:** Minimum 40 hours per week (Sunday-Thursday)

**Reports To:** Student Pastor

**Ministry Purpose:** This position is responsible for supporting and assisting the Student Pastor in the advancement of CCC's mission of "Helping all people find freedom in following Jesus" while performing duties and responsibilities primarily in the areas of administration, supervision, and Middle School (MS) programming in Student Ministry (SM).

### **Ministry Qualifications:**

#### **Character:**

- A mature follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3: "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Purposes and Vision for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that champions the needs of the Church, its valuable employees, and organizational effectiveness/compliance in all areas of human resource functions.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the non-essentials, and exalting Christ in all things.

#### **Competency—Skills:**

- Demonstrate effective administrative, supervisory, and ministry support skills.
- Understand the unique discipleship and logistical needs of a growing church community.
- Demonstrate and articulate a thorough working knowledge of the Bible.
- Possess a high degree of experience engaging, equipping, empowering students (age 11-14).
- Display giftedness in key areas of leadership, discipleship, and shepherding.
- Take initiative in both tasks and building relationships in order to develop and deploy leaders into Ministry opportunities.
- A life-long learner who continues discover how to reach students.
- Ability to navigate professionally, tactfully, and compassionately between the goals of Student Ministry, the students, and their parents.
- Consistently display an exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.

**Chemistry—Relational Abilities:**

- Appreciate the God-given personalities and spiritual giftedness of others while being self-aware of their own gifts and weaknesses.
- Resolve relational and professional conflicts in a timely manner while extending and receiving forgiveness.
- Possess a dynamic, engaging personality that attracts and builds positive rapport and connections with students, parents, volunteers, members, and staff.
- Recognize that all people are on a spiritual journey and encourage others with grace, compassion, and confidence.
- Be firm in decision making but gracious toward people—realizing people are more important than programs.
- Possess an adventurous spirit that is more afraid of missing opportunities than making mistakes while pursuing excellence worthy of our Lord.

**Duties—Administrative:**

1. Assist with the day-to-day operations of the Student Ministry to include, but not limited to administrative support, communicating with families, updating and maintaining Planning Center Online (PCO) database, managing financial reports, event planning, and preparation.
2. Attend and participate in monthly All-Staff Meetings, weekly Stand-Up meetings, seasonal SM Leader Meetings, and other regularly occurring meetings as necessary.
3. Assist the Student Pastor in the creation, production, and execution of Student Ministry events, retreats, trips, and promotional materials.
4. Effectively utilize and leverage PCO for the completion of Student Ministry assignments to include, but not limited to volunteer management, scheduling, attendance, event management, and reports.

**Duties—Communication:**

1. Function as the initial point-of-contact and source of information for students, parents, volunteers, and staff regarding Student Ministry programs, offerings, and events.
2. Process Connect Cards for first-time guests in Student Ministry to include entering students/families into the database and making initial contact with parents/guardians.
3. Assist in the design, drafting, distribution and maintenance of marketing and promotional Student Ministry forms, materials, brochures, fliers, and related publications.
4. Possess and demonstrate exceptional verbal, written, and electronic communication skills.
5. The ability to speak in front of small and large groups effectively, confidently, and comfortably in various settings and venues.

**Duties—Programming:**

1. Oversee and coordinate in conjunction with the Student Pastor the weekly, monthly, and quarterly activities of the SM program.
2. Lead Middle School Experience—our Sunday morning programming for MS students.
3. Assist and take an active role in preaching and teaching in SM.
4. Assist, plan, and organize the implementation of intentional discipleship.
5. Attend, participate, and lead in the SM activities as directed.

## **Minimum Qualifications:**

### **Education:**

High School Diploma. Associate's degree or Bachelor's degree in related area is preferred.

### **Experience:**

Two (2) years of responsible, directly related work or volunteer experience, preferably in Student Ministry, program development, and administrative support to include the supervision of others.

**Skills:** Excellent written, verbal and interpersonal communication skills. Proficiency using MicroSoft Office (Word, Excel, PowerPoint) and social media (Facebook/Instagram/YouTube). Ability to maintain the highest degree of discernment and confidentiality at all times.

### **Physical Requirements:**

Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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