

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Director of Middle School Ministries	Date: January 2021
Department: Next Generation	Prepared By: DDNH, MDP, JRS, SW
Updated: April 2025	Updated By: JCM, JRS
Regular – full time: 40 hours per week	Exempt

SUMMARY:

To provide leadership in the development, training, oversight, and encouragement of FPC students and friends, their families, and the adult leaders with them. Take primary responsibility for programs related to Middle School Student Ministries, 5th – 8th grade, and attend meetings with the Next Generation ministries of the Session and sub-committees related to students.

ESSENTIAL FUNCTIONS:

- 20% Program activities with students and parents
- 30% Program development and planning
- 10% Outside contact and non-program related activities with students and parents
- 15% Recruitment and development of volunteer adult leaders
- 25% Administrative activities, budget preparation, continuing education, and professional development

ACCOUNTABILITIES:

- Working with the Associate Pastor of Next Gen and the Director of High School Ministries, plan and direct middle school student ministries, programs, and activities during Sunday mornings and throughout the week. Programming should reflect the FPC Youth Ministry Statement of Purpose – the purpose of FPC Youth Ministries is to make disciples of Jesus Christ who seek to; follow Him daily, invite others to encounter Him, and be the church here and now.
- Assist in establishing and evaluating policies pertaining to students, volunteers, and parents in collaboration with Director of Youth Ministries, Session Committee, and Subcommittees.
- Recruit, train, and coordinate volunteer staff related to youth ministry.
- Plan and lead all off-campus retreats, mission trips, outreach and community service.
- Select or develop curriculum for youth ministries under Next Gen Committee oversight.
- Maintain contact with students through school visits and attending outside activities such as ball games, concerts, dramas, and other activities.
- Collaborate and cooperate with staff within the Next Generation Ministries team, especially the Directors of High School Ministries and Children's, but also including, Music and UKirk College Ministries.
- Ensure compliance with all Youth Protection Policies.
- Oversee Associate Director of Youth Ministry.
- Coordinate with outside groups using the Powerhouse.
- Provide pastoral assistance as requested by pastors.

INTERNAL/EXTERNAL RELATIONSHIPS

- Internal Reporting: Reports to the Senior Associate Pastor; with dotted line accountabilities to the Associate Pastor of Next Gen Ministries. Attends staff meetings, Session Committees and /or Subcommittees on a regular basis or as required.
- External Interface: Has primary responsibility for interface with parents, volunteers, and other outside groups or organizations related to the middle school age programs. Maintains relationships with mission partners and other youth organizations.

QUALIFICATION STANDARDS:

- An active, growing relationship with Jesus Christ.
- A passion for helping students meet Christ and develop an ongoing relationship with Him
- Knowledge of Bible, the Reformed tradition, and an ability to relate the Gospel of Jesus Christ to students.
- Ability to organize and direct programs; communicate with students and adults; work independently, and exercise good judgment.
- Bachelor's degree or equivalent professional experience.
- Minimum 2-3 years of experience working with students, either as volunteer or paid staff.
- Experience supervising others is preferred.

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date