



CHRIST PRESBYTERIAN **CHURCH**

Associate Director of Middle School

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Associate Director of Middle School will build and develop a Middle School Program (6th – 8th grade). This person will be successful when the middle school program is growing and developing in authentic ways, the program content is making a big deal about Jesus, and the individual is engaged in relationships with middle schoolers. This position is part of the Student Ministries Team and reports to the Director of Student Ministries.

PRIMARY RESPONSIBILITIES

- Build and develop a Middle School program, including Wednesday night programming and a regular Bible Study
- Plan and coordinate all aspects of Middle School programming
 - Create program lineups and their elements (games, videos, stories, skits, etc.)
 - Coordinate teaching and curriculum schedule
 - Teach at programming on a rotating basis
 - Develop and empower volunteer leaders and create a cohesive environment for them to work together
 - Be the point leader for Middle School camps and retreats
- Develop relationships with a broad number of students (6th-8th grade specifically), families, and leaders through Wednesday night programs, intentional one-on-ones, and outside relational contact work (attending games, concerts, etc.)
- Recruit, train, and sustain a team of adult lay leaders
- Collaborate as a member of the Student Ministries Team to build cohesive programming and relationships
- Work collaboratively with other teams to transition 6th grade students into middle school and 8th grade students into high school
- Maintain and be accountable to the budget for all Middle School programming
- Participate and engage with ParentLink (parent support team) as needed
- Work with the student team to equip and empower interns during the summer months as well as any school-year interns
- Plan and attend other Student Ministries trips and activities

OTHER DUTIES

- Attend weekly Student Ministries staff meetings
- Lead and/or assist in special projects that support the overall mission of Middle School programming, Student Ministries, and/or CPC
- Effectively communicate with staff, congregation, visitors, and vendors
- Meet regularly with the Director of Student Ministries for development, encouragement, feedback, and accountability
- Attend CPC staff meetings and other program staff retreats

- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Ash Wednesday, etc.), and other leadership events
- Set aside time each week for spiritual reading, studying, and learning

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Ability to engage students in authentic, relational ways
- Proven track record of recruiting, training, and sustaining a volunteer leadership team
- Experience working with and leading students
- Understanding of how to relationally lead parents and volunteers
- Proactive communicator, collaborative spirit, and team player
- Leadership skills, abilities, and experience
- Strong organizational, detail-oriented, and multi-tasking skills
- Ability to recruit volunteers
- Self-starter with a strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- 3-5 years ministry experience relevant to the role

PREFERRED REQUIREMENTS

- BA/BS degree
- Curriculum use and development

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times.
- Ability to occasionally lift, carry, and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: Associate Director of Middle School reports to the Director of Student Ministries.

HOURS: This is a full-time (40 hours/week), year-round, salaried and exempt position. The work week runs from Sunday-Thursday, with Wednesday night programming during the academic year.

TRAVEL: This position requires travel to retreats and camps both assigned to and as needed depending on the season.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

For further information, or to submit a resume and cover letter, email or mail to:

employment@cpconline.org

Christ Presbyterian Church – HR Team
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