



COLONIAL PRESBYTERIAN CHURCH

Middle School Leader

JOB DESCRIPTION

Responsible for teaching and discipling middle school students, empowering volunteers, and assisting in the implementation of a strategic ministry plan for Colonial Student Ministries.

WORKING RELATIONSHIPS

Reports to: Director of Student Ministries (**Overland Park Campus**)

Supervises: Middle school ministry and ministry partners (volunteers)

Teams with: Other Student Ministry staff as well as ministry partners, church leadership and staff

DUTIES & RESPONSIBILITIES

- Responsible for creating, cultivating, and sustaining personal relationships with middle school students with the goal of introducing them to Jesus Christ and making disciples.
- Attend sports, academic, and social events at local schools.
- Facilitate, oversee, and lead evening monthly outreach events.
- Responsible for leading the Middle School Spring Retreat.
- Support the Director with administrative tasks for other camps, trips, and retreats as assigned.
- Responsible for developing positive relationships with families, Parent Team, and other adults involved in the Student Ministry.
- Responsible for supporting the Director in the recruitment, training, and supervision of volunteers.
- Recruit, train, and oversee tech booth volunteers for Sunday morning and Wednesday evening programming.
- Recruit and schedule students to serve on the worship team for Sunday morning programming.
- Oversee the Middle School Leadership Team by providing monthly leadership and biblical training.
- Must seek to maintain a good working relationship with the other members of the youth staff and be a part of a team atmosphere.
- Sunday mornings and midweek gatherings: The Middle School Leader must be present and actively engaged with middle school students while equipping teachers, small group leaders, and volunteers to lead effectively.
- Responsible for finding and scheduling speakers and games for all middle school weekly programming.

- Attend the 9am worship service while looking for new students to invite to SML.
- Serve at all church or whole-campus outreach initiatives.
- Track attendance on Sundays and Wednesdays.
- Send weekly communication to middle school students and parents letting them know of upcoming events and activities.
- Assist the Student Ministries Director in the planning and execution of the Summer Staff Internship program as assigned.

SKILLS & REQUIREMENTS

- Must have a solid understanding of basic biblical principles and be comfortable in sharing those principals and the gospel message with students – both in a group and one-on-one environments.
- Must possess and be able to demonstrate leadership, organizational and administrative (time management) skills that will allow for a successful ministry.
- A valid driver’s license and acceptable driving record.
- The ability to work collaboratively with other staff and other ministry teams within Colonial and the community.
- Preferred, but not required experience leading worship teams to assist in Sunday Morning programming and other functions where needed.
- Must be flexible in working hours with the ability to participate or lead activities during evenings, weekends, and holidays. Occasional overnight travel is required.
- National sex offender background check and driving background check will be completed.

POSITION DETAILS

The majority of the work hours will be spent outside the office investing in students and building relationships through mid-week meetings, Sunday morning programs, scheduled events, and contact work.

AGREEMENT

I have read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

FAMILY PASTOR _____ Date: _____

EXECUTIVE PASTOR _____ Date: _____

SENIOR DIRECTOR HR _____ Date: _____