

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Junior High Ministry Director
- **Staff Grade:** Full-time Staff, Non-Exempt, Hourly
- **Accountability:** FSM Lead Director
- **Ministry/Dept.:** Student Ministry

Summary of Position:

The Junior High Director is responsible for providing vision, teaching, guidance, care, shepherding, missional support and leadership to grades 6-8 and their leaders.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of direction to the Junior High Student Ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Ministerial Duties & Responsibilities:

1. Teaching, Preaching, and Leading Bible studies
2. Pastoral Care
3. Writing Curriculum, Developing Bible Studies, and Creating Religious Content
4. Leading Prayer
5. Ministry Guide
6. Evangelism & Outreach
7. Biblical Leadership & Training
8. Worship Service
9. Conduction of Baptism
10. Conduction of Communion

Duties & Responsibilities:

11. Leading Jr. High school students in their walk with Christ
12. Preparing and speaking relevant messages
13. Working with team members to recruit and raise volunteer leaders
14. Coordinate all Jr. High events and Sundays
15. Participate in staff meetings
16. Assist Jr. High Missions Program

17. Help create and manage the Jr. High Budget
18. Communicate special needs to operations
19. Minister to all Jr. High students in times of need
20. Keep Lead Student Pastor informed of Jr. High happenings
21. Dream about how to reach students
22. Engage students in God's word and His Kingdom

Skills and Educational Requirements:

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ College degree preferred
- ◆ Ability to lead and equip laity for the purpose of achieving ministry objectives

Organization Relationship:

This position shall be directly accountable to the FSM Lead Director, and through the FSM Lead Director to the Executive Pastor of Stewardship & NextGen Ministries. This position will have contact with students, parents, church attendees, paid staff, ministry partners, and outside vendors.

Working Conditions:

This is an hourly and full-time position (approximately 40 hours per week), with a regular weekly in-person schedule determined with the FSM Lead Director, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

1. Preparing and ministering: 40+ hours a week
1. Sunday Jr. High service times and Wednesday evenings
2. Participating in events, meetings, missions' events and trainings: as needed
3. Summer mission journeys
4. Weekends: as needed
5. Off-campus continuing education as directed by supervisor

Needed Attributes:

Speaking, training, and knowledge of the Bible. Ability to help students lead and build relationships. Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of leadership, teaching, mentoring, and faith.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name