

Middle School Ministries Program Coordinator Job Description

Title: MSM Program Coordinator
Classification: PT Support Non-Exempt

Reports to: Director of Family Ministries
Updated: 7/15/2019

PURPOSE

To help students connect with Jesus through coordination of Middle School Ministries programming.

QUALIFICATIONS

1. Personal, growing relationship with Jesus Christ as Lord and Savior, and evidence of a transformed Christian life
2. Demonstrated lifestyle of using spiritual gifts within the local church
3. Strong organizational and relational skills
4. Ability to have a cooperative, healthy and motivating relationship with ministry staff, students, parents and volunteers
5. Ability to use appropriate judgment with discretion, sensitivity and confidentiality
6. Unreserved commitment and dedication to Constance Free Church's constitution, policies, purpose, vision and 5 G values
7. Passion for Constance Free Church Middle School vision and strategy
8. Passion to see spiritual transformation take place in the lives of middle school students
9. Embrace and adapt to growth, change, innovation and creativity
10. Values long-term ministry

RESPONSIBILITIES

Plan and Direct MSM Monthly Events

1. Work with MSM Administrative Coordinator and volunteers to plan fun, Christ-centered events
2. Ensure with MSM Administrative Coordinator all event details.
3. Establish promotional plan for each event.
4. Recruit MSM volunteers to serve at each event as well as high school students.
5. As a MSM team, help with the Fargo Mission Trip and Timber Bay Camp.

Wednesday Nights

1. Be the available for students and parents for questions, concerns and new students.
2. Give announcements and promote events on Wednesday evenings.
3. Manage community time volunteers and ensure set-up of activities.
4. Assist with student programming.

Sunday Mornings

1. Help run periodic classes on Sunday mornings for middle school students.
2. Be an occasional presence in the student section on Sunday mornings.
3. Make connection with students in the café and around church on Sundays.

Student Teams

1. Ensure the start-up and functioning of the MSM prayer team.
2. Ensure connection to teams that serve the larger church (hospitality, greeting, children's, tech and others.)
3. Be a resource to students that want to start or are running a school Bible study.

Create Effective Communication

1. Create, edit and update communication material (flyers, website, social media.)
2. Create video (or recruit a volunteer) for special events or programs as requested.
3. Use photos, slide shows and announcements slides for promotion and celebration of events.

Create a Welcoming Environment

1. Communicate an overview of MSM to first time guests and their parents at all programs and events.
2. Ensure a welcome process for guest students at all events.

Student Connection

1. Attend student events in the local schools and community.
2. Meet with students for the purpose of support or discipleship.
3. Greet students by name as much as possible, ask questions about their lives.

RELATIONSHIPS

The MSM Coordinator will be directly responsible to the Family Ministries Pastor. The MSM Coordinator will work directly with the MSM Administrative Coordinator, Student Ministries Worship Associate and Middle School Ministries Grade and Small Group Leaders.