



## Middle School Director *Job Description*

Individual: FLSA Classification: Exempt  
Accountable to: Tim Walker, Pastor of Student Ministries  
Works with: Fellowship Students Coordinates with: Kielyn Smith, Children's Ministry Director

Work schedule: Up to 40 hours per week\*: Monday, Tuesday & Thursday: 9:00 a.m.-5:00 p.m.  
Wednesday: 11:30 a.m. – 9:30 p.m.  
Saturday Nights: 4:00-7:00  
Sunday Mornings: 9:00-12:00  
*\* hours are flexible depending on the week*

Fellowship Bible Church mission: Helping people find and follow Jesus Christ.

Position Mission: to focus time and energy on strengthening Fellowship Students (student ministry of Fellowship) through connecting with and discipling students (specifically middle schoolers), partnering with parents, and working alongside our volunteers.

### Essential Functions:

#### Core

- Help with long and short term planning for Surge (weekly large group program).
- Work in coordination with the Children's Director to build a successful pipeline between children's ministry to student ministry.
- Responsible for all aspects of Middle School services at Surge, including planning and executing biblically accurate, culturally relevant, and high-energy services for youth. Creating an experience for students to want to return and dig deeper with their relationship with Jesus.
- Assist at Surge. This includes setting up and tearing down each week.
- Help plan ministry events.
- Attend weekly staff meetings.
- Lead Surge when the Student Pastor is away.
- Teach at Surge 5-8 times a year.
- Assist with programming outside of Surge for middle school students and/or high school students in cooperation with the Student Pastor.
- Plan and lead 4 middle school events throughout the year (once a quarter).
- Plan and lead an annual middle school mission trip.
- Build relationships with students and their families. This requires an ability to cultivate personal and appropriate relationships with youth and adults within the congregation.
  - Encourage and challenge students in their walk with Christ.
  - Spend time together outside of church.
  - Seek opportunities for contact work.
- Assist with and attend youth trips as needed (including preparation of registration packets, spreadsheets, etc.)
- Be a leader of leaders.
  - Communicate with leaders.
  - Know, love and celebrate leaders.
  - Recruit, train and disciple leaders.
  - Help implement vision for ministry.
  - Assist in planning leader/parent meetings.

- Help initiate and lead a mentoring ministry for students.
  - Help coordinate adult mentors for students and provide discipleship training for adult mentors.
- Assist in leading our Student Leadership Team.
- Work alongside our Family Ministry Administrative Assistant to provide support for the Student Ministry.
- Assist in maintaining student ministry social media – Facebook, Instagram, Twitter, etc.
- Assist in management of attendance, contact information, and registrations.
- Preparation of materials – including, but not limited to: making copies, creating advertising publications, and knowledge of Excel, Word and Photoshop.
- Be FBCLink (our database) proficient.

**Qualifications, Skills, and Abilities:**

- Required to exercise initiative, creativity, and sound judgment without close supervision.
- Commit to personal growth.
- A commitment to this local church expressed through involvement in areas outside of primary ministry.
- Ability to prioritize and manage work to effectively and efficiently accomplishing tasks with excellence.
- Exhibit an understanding of spiritual formation and discipleship.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.
- Heart for youth ministry and the maturity and desire to lead students in spiritual growth through relational ministry.
- Ability to relate to and connect with students.
- Has a desire to multiply him/herself by modeling, allowing, and training others to reach students.
- A team player – works well with others to reach a common goal.
- Organization, time management, attention to detail, self-management.
- Aptitude in technology/social media (Excel, Publisher, Word, Facebook, Twitter, Multimedia, etc.)
- Conduct self in a professional manner, including appropriate dress, timeliness, and appropriate communication.
- Exhibits integrity and trustworthiness.
- An active interest in ministry and middle school/high school students.
- Relational – approachable and at ease with listening to and engaging with youth.

**Physical Demands:**

- Communicate effectively with all individuals.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on projects.



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**Work Environment:**

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). Fellowship is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of involvement.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. All staff members are required to follow other job-related instructions and to perform other job-related responsibilities as requested by a supervisor and/or church leadership.

In accordance with the Americans with Disabilities Act, it is possible these requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position, the educational basis, and the experience of the incumbent. As a full-time position, benefits (vacation, paid sick leave, holiday pay, health and dental insurance, etc.) are available. Information on wages attributed to this position will be discussed separately.

Job descriptions are not intended to, and do not, create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any and all reasons not prohibited by law.

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Employee Signature

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Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Print Name