

# BRIARWOOD STUDENT MINISTRIES

## Jr. High Director

### Job Description

**TITLE:** Jr. High Director

**PURPOSE:** Personally ministers to all of the Jr. High covenant students, which includes 150 members/covenant children of members on roll. Responsibilities would include Sunday School, Mid-Week meetings, youth group activities, small groups, retreats, mission trips, and personal ministry.

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#### **AREAS OF RESPONSIBILITY:**

##### **I. Programming:**

- A. In charge of planning and implementing Sunday School, Wednesday nights, and small groups. This should be done by delegating tasks to the Raiders female staff. Responsibility will be to plan and implement each meeting from start to finish. Each meeting should be planned in advance and be carried out to excellence. See description for each below.
- B. In charge of planning and implementing all special activities, retreats, and mission trips.

##### **II. SUNDAY SCHOOL – 8:30am**

- A. Set-up and take down of all Sunday School materials(food, sound equipment, etc)
- B. Work with Youth Pastor and Female staff to design curriculum and recruit speakers/teachers
- C. Create and Implement a plan to track and welcome both visitors and members
- D. Develop and work with praise band
- E. In charge of gathering all hand-outs, sign-up sheets, etc
- F. Manage the flow of the meeting from start to finish (this will include atmosphere, announcements, video, PowerPoint, sign-up sheets, prayer, teaching, etc).

##### **III. SUNDAY NIGHT D-Groups – 6:00pm**

- A. Management all volunteers and small groups with a goal to get more students and volunteers involved.
- B. Lead a small group
- C. Work with Youth Pastor and Raiders female staff in designing small group curriculum

##### **IV. WEDNESDAY RAIDERS ACTIVITIES – 6:30pm**

- A. Set-up and take down of all Wednesday Night materials (food, sound equipment, etc.)
- B. Work with Youth Pastor and female staff to design curriculum and recruit speakers
- C. Create and Implement a plan to track and welcome both visitors and members
- D. Develop and work with praise band
- E. In charge of gathering all hand-outs, sign-up sheets, etc
- F. Manage the flow of the meeting from start to finish(this will include atmosphere, announcements, video, PowerPoint, sign-up sheets, prayer, teaching, etc).
- G. Utilize and plan skits and videos as ice breakers and momentum builders

##### **V. Volunteer Recruitment and development**

- A. Work with the youth team in developing a clear plan to recruit volunteers using both personal resources and resources at Briarwood Church
- B. Meet Regularly with your personal volunteer team for training, accountability, encouragement and personal ministry.
- C. Recruit and maintain volunteers who will lead either D-groups, investigative B-studies, or various aspects of the ministry.

- D. **Make it a goal to incorporate your volunteers in every aspect of ministry**

**VI. Special Events/Retreats**

- A. **In Charge of planning and implementing logistics of the Retreats, Special events, and mission trips. This includes on average 1 special event each month during the school year, Raiders Getaway, the Cherokee Mission trip, and The Edge conference**

**VII. PERSONAL MINISTRY**

- A. **Establish contacts with, shepherd, and recruit students in your respective Shepherding grade.**
- B. **Spend time with students on campuses at least 2 days a week with a goal to be at Briarwood and another public school campus**
- C. **Visit Briarwood, public school, and home school lunches once a week.**
- D. **Spend 1 weekend night a week with students unless formal Raiders event is taking place.**
- E. **Get to know parents and utilize them in your ministry.**

**VIII. Assimilation of 6<sup>th</sup> graders Into Raiders**

- A. **Periodically visit 56 club to make contacts with current 6<sup>th</sup> graders**
- B. **Periodically visit the Briarwood Elementary lunchroom to connect with 6<sup>th</sup> graders**
- C. **Attend/Lead/Serve the 56 club lock-in**
- D. **Teach the 6<sup>th</sup> grade boys Sunday School at least once a year**
- E. **Plan a parent meeting at Pastor Reeders' for rising 7<sup>th</sup> and 8<sup>th</sup> graders and their parents**

**VIII. OTHER**

- A. **Attend weekly staff meetings with the Youth staff.**
- B. **Constantly be thinking of new initiatives and opportunities to help student come to know Christ and to grow in their faith.**
- C. **Work regularly with the Youth Pastor to grow personally and to learn about serving the Lord in full time ministry in His church.**