

CO-DIRECTOR OF MIDDLE SCHOOL MINISTRY

Female Director Job Description



LOOKOUT
MOUNTAIN
PRESBYTERIAN
CHURCH

PRINCIPAL FUNCTIONS

The Co-Director of Middle School Ministry is responsible to shepherd the middle school youth of Lookout Mountain Presbyterian Church and to offer the gospel in outreach to young men and women of the community. This includes planning and directing ministry programs and events in accord with the LMPC mission statement in collaboration with the male co-director. She will minister primarily to female volunteers, middle school girls and their parents.

RESPONSIBILITIES

Program Leadership

1. Plan, prepare and direct all middle school ministry events
2. Serve as a primary teacher in Sunday school and youth group
3. Form and oversee all middle school girl small groups as well as lead one group
4. Regularly evaluate special events for ministry effectiveness, details and logistics
5. Support church wide events where middle schoolers are involved

Volunteer/Intern Leadership

1. Communicate weekly with volunteer leaders about upcoming regular and special events
2. Plan events to encourage and build up the volunteer ministry team
3. Pray for and actively recruit and train new volunteer leaders
4. Supervise, train and equip summer interns

Administration

1. Prayerfully maintain an intentional ministry plan for the middle school ministry
2. Semi-annually create and submit ministry calendar, including all regular and special events
3. Provide content for, check and approve all communication with parents, students and volunteers
4. Work with supervisor to prepare the annual middle school ministry budget and review expenses monthly as compared to the budget

Contact and Discipleship

1. Be available for crisis support with students and/or families
2. Train and encourage student members in the articulation of their beliefs and in evangelism
3. Be present in the lives of middle school students through prayer, contact work and meetings
4. Encourage less connected or new students towards increased involvement in the ministry

FOUNDATIONAL PRINCIPLES:

1. Maintain a high level of integrity and confidentiality where sensitive information is known
2. Exhibit excellent interpersonal skills and professional demeanor
3. Work as a team with the youth staff and the broader church leadership and community

QUALIFICATIONS:

1. College Graduate
2. Excellent working knowledge of the Bible
3. Lives an exemplary life of prayer, repentance, faith and dependence upon God
4. Lives with a visible heart for people inside and outside the church
5. Communicates the Gospel winsomely and effectively
6. Acceptance of and continued growth in reformed doctrines as contained in the Westminster Confession of Faith and Larger and Shorter Catechisms

Please submit all resumes to jenniferwelsh@lmpc.org
Applications will be received through August 31, 2020.

316 North Bragg Avenue
Lookout Mountain, TN 37350
423.821.4528
lmpc.org