



CHRIST COVENANT
CHURCH

Position Description **Assistant Director of Middle School Ministry** **Christ Covenant Church**

I. POSITION PURPOSE:

Under the leadership of the Pastor of Youth Ministry, and working in concert with the Director of Middle School Ministry, the Assistant Director of Middle School Ministry (ADMS) is to disciple and equip the female students in the Middle School Program of Christ Covenant Youth Ministry (CCYM). The ADMS assists in enacting the vision of the Middle School Program with the goal of it being a welcoming community where sound doctrine is taught, where students further their understanding of the transformative grace of God, and where students are equipped to be life-long, active members of the church.

II. POSITION SUMMARY:

- Disciple Middle School girls
- Encourage and equip Middle School girls and their families
- Recruit, shepherd, and equip leaders to use their gifts in Middle School Ministry
- Organize and administrate weekly programs, special events, summer missions, and other retreats

III. PERSONAL COMMITMENTS:

- Committed to Jesus Christ as personal Savior and Lord
- Committed and passionate about loving and caring for Middle School students
- Committed to being a team player among the Youth Staff
- Committed to personal and professional growth
- Committed to prayer in all aspects of personal and professional life
- Committed to regular personal accountability with other women
- Committed to the reformed faith and in agreement with the Westminster Confession
- Must be or become a communing member of Christ Covenant Church

IV. REPORTING RELATIONSHIPS:

This position will report directly to the Director of Middle School Ministry under the leadership of the Pastor of Youth Ministry.

V. REQUIRED SKILLS/ABILITIES:

- Ability to love and disciple Middle School girls in the context of the local church
- Chemistry and compatibility with youth staff
- Evidenced ability to work well with others in a team environment
- Professional and loving interaction with parents and adults associated with CCYM
- Teachable spirit and willingness to learn
- Spiritual discernment



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- Ability to teach and motivate others
- Motivated self-starter
- Proven ability to train and equip leaders
- Computer proficiency is required; a willing interest to create printed publications (ex. Publisher) and graphic design (ex. Photoshop)
- Ability to keep an organized schedule
- Adaptable to ministry needs
- Capable of recruiting and equipping others to use their gifts in leadership positions
- Self-awareness

VI. EDUCATION/TRAINING:

Bachelor's degree

VII. SUPPORTING EXPERIENCE:

Must have 2-5 years of experience in Youth Ministry to girls and a call to Middle School Ministry.

VIII. BASIC ROLES/EXPECTATIONS:

- Disciple Middle School girls
- Encourage and equip Middle School girls and their families
- Assist the Director of Middle School Ministry in pursuing the stated vision and purpose of Christ Covenant Church and CCYM
- Recruit, mentor, and encourage adult leaders who serve in Youth Ministry, challenging them and helping them to grow in their relationships with Christ
- Help create promotional material and administrate needs for all Youth events (retreats, outreach events, monthly calendars, mission trips, etc.)
- Provide leadership for the Middle School Small Group Ministries, Timothy Project and Epic, by organizing groups, overseeing details, and assisting in the training of High School Timothy Project and Epic leaders
- Spend time with students in their world and in their daily lives
- Help plan, write, and teach curriculum for Youth Ministry programs and retreats
- Exhibit awareness and support of church policies and procedures
- Give consistent effort towards the development of team chemistry
- Grow in competency in all aspects of this position
- Use presence and leadership to serve as a spark of energy and as a magnet for students to be attracted to CCYM events

To apply, please go to <https://christcovenant.org/about-us/employment/> and read “How to Apply.” Thank you



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