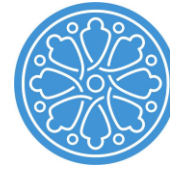


# CO-DIRECTOR OF MIDDLE SCHOOL MINISTRY

## GIRLS MINISTRY JOB DESCRIPTION



LOOKOUT  
MOUNTAIN  
Presbyterian Church

### **PRINCIPAL FUNCTIONS**

The Co-Director of Middle School Ministry is responsible to shepherd and reach out to the middle school youth of Lookout Mountain Presbyterian Church and in the community through planning and directing ministry programs and events in accord with the LMPC mission statement and in collaboration with the Guys Ministry Co-Director.

### **RESPONSIBILITIES**

#### **Program Leadership**

1. Plan, prepare and direct all middle school ministry events with an emphasis on ministering to female volunteers, middle school girls and their parents
2. Serve as a primary teacher in Sunday school and youth group by planning and preparing lessons and curriculum for Sunday School, youth group, and retreats
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
6. Collaborate with the female High School Co-Director for general discipleship in the small groups ministry and among volunteer leaders

#### **Volunteer/Intern Leadership**

1. Communicate weekly with volunteer leaders about upcoming regular and special events
2. Intentionally engage with volunteer leaders regularly to encourage, resource, and support
3. Pray for, 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
5. Collaborate with Administrative Assistant to Middle School Ministries and meet weekly
6. Oversee regular upkeep of the JHYB, clean up after events, and maintain middle school supplies and inventory

#### **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 toward 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 pastors, staff members, officers, committees, and volunteers
4. Set a high standard of professionalism within this team environment, with the goals of glorifying God in all the office work and encouraging staff in their personal walks with Christ
5. Affirm the Westminster of Confession of Faith and Catechisms as containing the system of doctrine as taught in the Holy Scriptures

**POSITION STRUCTURE**

Reports to Pastor of Youth Ministries

Classification: Program Staff

Full-time/Exempt

Email: [tracey@lmpc.org](mailto:tracey@lmpc.org)