

MIDDLE SCHOOL COORDINATOR

Job Description

Position Summary

Christ Central Church is seeking an experienced, passionate, and dedicated individual to serve as the Middle School Coordinator. This role focuses on reaching out to, caring for, and leading the spiritual formation of our middle schoolers from 6th to 8th grade.

The Middle School ministry is a large ministry with an opportunity to grow. We have a young congregation with many young families. Students are joining every year coming up from our 4th & 5th grade ministry, and we're gaining influence in our local schools. The person called to this role will have the opportunity to dream about what this ministry can be while ministering to more than 50 students.

The ideal candidate will have a growing personal relationship with Christ, strong communication and organizational skills, and the ability to work both independently and as part of a team. This role involves planning and leading youth towards a vision that aligns with the core values of Christ Central Church while empowering volunteer leaders and engaging both youth and families in the Durham community.

Responsibilities

Spiritual Growth and Leadership

- Maintain a balance of personal spiritual formation, self-care, and ministry responsibilities.
- Create a worshipful, safe, and nurturing environment for youth Christian discipleship and spiritual growth.
- Engage regularly with students and their parents to foster relationships and community.

Youth Group Management

- Prepare for and lead weekly Youth Group gatherings every Sunday night for middle schoolers.
- Coordinate with volunteer leaders, assign roles, and ensure clear communication of responsibilities.
- Plan and manage setup and teardown for Youth Group sessions.
- Organize and order meals for Sunday night gatherings.

Collaboration and Communication

- Attend Weekly Staff Meetings including:
 - Central Youth Same Page Meeting on Mondays at 10am.
 - 1/month prayer meeting on Tuesdays at 9am.
 - 1/month equipping meetings on Tuesdays at 9am.
 - Central Youth Equipping Meetings Thursdays at 2:30pm.
 - Weekly One on One meeting with Youth Pastor.
- Provide leadership for youth retreats, mission trips, outreach events, and other outside activities.
- Communicate effectively with parents and volunteer leaders via email and other channels.
- Know the roles of other members of the Christ Central Staff to communicate accordingly.



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Curriculum and Event Planning

- Prepare and manage curriculum for middle school students during the spring, fall, and summer.
- Lead and coordinate special events such as weekend retreats, mission trips, and outreach activities.

Administrative Duties

- Help manage and stay up-to-date on the Youth Ministry's budget.
- Ensure timely and efficient planning of events and activities.

Essential Requirements

- A sinner saved by grace
- Experience working with kids.
- Exemplary character as exhibited in 1 Timothy 3 and Titus 1
- Openness or desire to work in a church
- Love for the Gospel
- Love for the City of Durham
- Passionate about the vision and mission of Christ Central Church. Membership at Christ Central Church is a requirement, though not a prerequisite
- Excited about our staff values – camaraderie, collaboration, and prayerfulness
- Strong verbal and written communication skills
- Comfort working in and communicating via email, Slack, text, Planning Center, etc.
- Experience working with elementary school-aged students
- Experience writing curriculum
- Experience managing volunteers
- Previous success with event planning
- Experience working in a church
- Charisma and comfort in welcoming people hoping to get involved

Schedule

This full-time position requires flexibility (Sunday-Thursday), including evening and occasional weekend work. Regular attendance is required on Sunday mornings for services, Sunday evenings for youth group, and for key events such as Christmas Eve, Easter, and Vision Day.

Position Details

- Full-time (approximately 40 hours per week)
- Salary commensurate with experience
- Health and dental insurance benefits
- 403b Retirement Plan
- Vacation: You are entitled to four weeks (20 days) of paid vacation per calendar year. This includes 10 Sundays as part of the 20 vacation days. Vacation days must be used within the calendar year and cannot be rolled over to the next year. Any unused vacation days will expire at the end of the calendar year.
- Life Insurance: You are entitled to a \$25,000 life insurance policy through the PCA.

How to Apply

Please submit a cover letter, resume, and one reference to emilio@christcentraldurham.com by May 1st, 2025.

Christ Central Church is committed to fostering a welcoming and inclusive environment for youth and families, and we look forward to welcoming a new team member to our vibrant community!



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