

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Pastor/Director of Middle School Ministries  
**Leadership:** Strategic  
**Classification:** Exempt/Full time  
**Department:** Family Ministries (FM)  
**Reports to:** Family Ministries Pastor  
**Effective Date:** 6-1-10

### **PURPOSE:**

The role of the Pastor/Director of Middle School Student Ministries is to provide leadership, development, and direction for the FLOOD (Middle School) volunteers, staff and programming teams as it pertains to the vision and environments specific to Riverside Family Ministries.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- BA or BS degree in student ministry or secondary education or related field required; bible and theology degree desirable
- Meets Biblical qualifications for pastoral leadership
- 1-3 years of youth leadership experience
- Experience with direction and administration of church ministries
- Effective communication skills: written, verbal and interpersonal
- Demonstrated ability to understand and relate to students and their families
- Ability to recruit, motivate and equip interns and volunteer leaders to minister to students
- Ability to work as part of a multiple staff while integrating student programs with the entire church ministry
- Spiritual gifts of leadership, teaching, and administration
- Actively pursuing licensing, and ordination/consecration with the C&MA

### **ESSENTIAL FUNCTIONS:**

- **Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word**
- **Provide vision, strategy, & development for all middle school ministry environments (large group, small group, and events) based on Riverside Church's core values**
- **Recruit and oversee adult volunteer team; providing leadership, training, and appreciation**

- Review, purchase, adapt or create all curriculum for the Large Group, Small Group and individual (devotional) teaching environments
- Provide care and counsel to high school students and their families
- Assist in developing and maintaining the student ministry portion of the Family Ministries financial budget
- Work with the FM Assistant to maintain adequate communication with students, volunteers and parents
- Coordinate programming and planning with the Pastor/Director of High School ministry and the FM Pastor
- Regularly serve as an FM Volunteer during Sunday Morning Ministry (i.e. monthly rotation for one of the following: Nursery, Early Childhood, Elementary or FM Tech, and available to help FM Team when needed)
- Participate in quarterly “All Family Ministry” events

#### **RIVERSIDE COMPETENCIES AND EXPECTATIONS:**

- Fully embraces Riverside Church’s mission, vision and values.  
(*Experience Grace, Grow in Love, Give or Self*)
- Be reliable, take initiative, and be self motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors and coworkers

#### **RELATIONSHIPS:**

- Works as part of Family Ministries Team
- Serves closely with Pastor/Director of High School Ministries
- Reports to the Family Ministries Pastor
- Receives support from FM Assistant and Family Ministries Team members
- Receives consistent leadership training from Family Ministries Pastor
- Works closely with facilities team, community life, communication arts department, volunteer ministries, care ministries, etc.

Approved by \_\_\_\_\_ Date \_\_\_\_\_