

MIDDLE SCHOOL MINISTRY COORDINATOR



POSITION DESCRIPTION:

Assisting the Middle School Pastor in all areas of Middle School Ministry.

REPORTING RELATIONSHIP:

The Middle School Ministry Coordinator reports to the Middle School Pastor.

WORKING RELATIONSHIPS:

The Middle School Ministry Coordinator is part of the student ministries team and works closely with the Ministry Coordinators of 707 (High School) and Sozo (Young Adults).

CHARACTER:

Demonstrate the qualities of a follower of Jesus Christ: Loving God and loving others, exhibiting a desire to live in relationship with those in and outside the church.

QUALIFICATIONS:

1. *Education:* Bachelors encouraged.
2. *Experience:* Has worked in a setting with students and shown a high capacity for administrative skills.
3. *Characteristics:* Exhibits a servant's spirit and Christian character in the areas of integrity, dependability, and perseverance. Innovative, self-starter, team builder, strong verbal and written communication, team player, proactive, detail-oriented, and able to multitask.
4. *Skills:* Strong computer and graphic skills are a must, as well as administrative, organizational, and self-starting skills. The ability to work well within a team and a vision to look ahead are also important.
5. *Requirements:* Affirmation of the vision, values, and mission of Oak Pointe Church.

RESPONSIBILITIES:

- Attend all ROCK events and actively interact with students and parents from the ROCK on their time.
- Meet weekly with the Middle School Pastor to plan and organize upcoming meetings and activities.
- Responsible for the administrative tasks for the ROCK and the ROCK on Sunday.
- Oversee and execute various forms of communication with students and parents (i.e. parent newsletter, website, calendar, social media, e-mail, phone, etc.).
- Actively lead and disciple the volunteers that serve in the ROCK.
- Assist in leading the ROCK student leadership team.
- Design graphics and marketing materials for series, retreats, camps, and other activities at the ROCK.
- Organize and update the ROCK's ministry database for weekly meetings, events, outreaches, camps, and retreats.
- Help with the planning, coordination, and administration of camps, retreats, and outreaches throughout the year.
- Attend and participate in Oak Pointe Church's monthly all-staff meetings.