

MIDDLE SCHOOL COORDINATOR

Position Description / Our Father Lutheran Church

OUR MISSION

Helping ordinary people know and share extraordinary life in Christ.

POSITION PRIMARY PURPOSE

The Middle School Coordinator is an ordinary person who shares extraordinary life with middle school students, their parents, and the volunteers who serve them, to guide students in following Jesus by pausing, sharing life with one another, and standing firm in their faith.

DUTIES AND RESPONSIBILITIES

Serve as the middle school ministries point person on Wednesday nights.
Develop rapport with middle school students, mentors, and parents.
Lead Bible studies for middle school students during Sunday Grow in Faith hour.
Lead 6th Grade Bible Study for students on Wednesday nights.
Assist the Director of Student Life (DSL) in planning and leading retreats and events.
Communicate with students, families, mentors, and volunteers within middle school ministries.
Additional duties as mutually agreed upon.

MINIMUM QUALIFICATIONS

Lives a life worth imitating, adhering to our statement of faith and guidelines and policies.
Relates to and connects well with middle school students, valuing their unique stage in life.
Has dynamic leadership skills.
Strong verbal and written communication skills.
Works well on a team.
Available on Wednesday nights and Sunday mornings.
Basic computer, word processing and data processing skills.
High school diploma or equivalent.

PREFERRED STRENGTHS

Is engaging, enthusiastic and a good listener.
Proficient in organization and time management.
Is able and willing to participate in active games.

COMMITMENT, COMPENSATION AND BENEFITS

The position serves an average of 10 hours per week.
The starting compensation ranges between \$20 to \$23/hour, depending on qualifications, experience, and tenure with the Church.
This position is not eligible for health, retirement and disability benefits.
Paid sick time is available for this position.

ORGANIZATIONAL RELATIONSHIPS

This role reports to the Director of Student Life.

This role is supported by the Administrative Assistant for the Grow in Faith team.

This role serves as an active partner in ministry the Grow in Faith team.

EMPLOYMENT CLASSIFICATION

Regular part-time, hourly non-exempt.

CONDITIONS OF EMPLOYMENT

Your employment is subject to the policies outlined in the Our Father Lutheran Church (OFLC) Personnel Handbook, a copy of which will be furnished. Further, you agree to abide by OFLCs Statement of Faith and will continue to do so while under the employ of OFLC. You also acknowledge that your employment is on an at-will basis, meaning that your employment may be terminated at any time for any reason and at the church's sole discretion.

NEXT STEPS

Please send a resume to: Pastor Nate Peregoy, Executive Pastor, at nperegoy@oflc.net.