



JOB DESCRIPTION

Youth Ministry Director/Pastor for Middle School

Name:

Supervisor: Next Gen Pastor

Interfaces with: Families, Youth, All Staff, Congregation, and Youth Leaders.

Hiring basis: Part-Time or Full-Time

Benefits: See the current Pathway Staff Handbook

PURPOSE AND PRIMARY RESPONSIBILITIES

The Youth Ministry Director/Pastor for Middle School will have a passion for youth and helping expand that ministry. Working with the Next Gen Pastor to help create an engaging, organized, and secure experience. The position will help set up the ministry to match the strategy, mission and vision of Pathway Church. The position is responsible for supporting the Nex Gen pastor in their ministry, assisting them in their daily responsibilities, and managing the middle school ministry's responsibilities.

PERSONAL SPIRITUAL RESPONSIBILITIES

- Consistently maintain an intimate and personal relationship with God.
- Brings spiritual maturity and leads with their gifting with a high-level of integrity.
- Support Pathway Church's vision, mission, and values.
- Continually support Pathway Church and leadership in prayer and encouragement.
- Consider Pathway Church their church home, by worshiping regularly.
- Regular involvement in a discipleship environment.
- Honor God in this role with an attitude of servant leadership and positivity.

ESSENTIAL ATTRIBUTES

- Provide administrative support within the position.
- Help manage spending for the middle school ministry's budget.
- Establish usage protocol for supply purchase and equipment usage for middle school ministry.
- Coordinate the middle school ministries daily, weekly, monthly, and annual schedule with the church calendar for maximum ministry effectiveness.
- Develop volunteer teams to assist with Wednesday night activities and cleaning of building.
- Manage Planning Center workflows for all middle school youth.
- Ensure the Planning Center is used for all middle school youth and volunteer check-in.
- Collaborate with the Next Gen Pastor enforcement of the Pathway Church Abuse Prevention Procedures. This includes training of all new volunteers and annual training for all volunteers.
- Know the overall church, ministry goals and programs, and the responsibilities of the Next Gen Pastor.

Initials _____



- Lead and coordinate middle school youth and volunteers through recruitment, onboarding, training, communication, and support. Raise leaders and oversee follow-through of systems and processes for new volunteers.
- Administration for all middle school events that include registration, money collection, communication with parents and youth.
- Weekly meeting with supervisor and staff meetings.
- Complete other duties assigned by the Next Gen Pastor.

ESSENTIAL QUALIFICATIONS

- Have experience in Office365 suites.
- Write and speak English fluently.
- Type at least 70 words per minute.
- Prepare documents, letters, reports, and presentations.
- Filing skills for both physical and electronically.
- Able to work with highly confidential information and keep it private.
- Experience with office equipment, EX: copier, postal meter, etc.
- Strong written business communication.
- High functioning learner of diverse types of software.
- Highly administrative with an eye for detail.
- Analytical thinker with excellent organizational skills and a bias toward action.
- A trusted, proven individual with a servant's heart who has demonstrated commitment to functioning in a high-performing team and has follow-through ability.
- Ability to design systems and processes for continuous improvement and efficiency.
- Ability to work well with others through active listening skills and openly accepts criticism.
- Productively engages and resolves interpersonal conflict.
- Team orientation by demonstrating interest, skills, and success in team environments; promoting group goals ahead of personal agenda; takes responsibility for his or her part in team failures.
- Be a high-capacity person, able to manage a large diversity of details and projects in an ever-changing environment.

EDUCATION/EXPERIENCE AND OTHER REQUIREMENTS

Initials _____



- 2-year college ministry degree or equivalent paid ministry experience.
- 2 years of discipleship experience.
- 2 years of volunteer team recruitment, training, and support.
- Possess a current driver's license.
- Authorized to work in the USA.
- Must pass: criminal history check.
employment and education verification.
professional license or certification verification.
reference check.
social media behavior check.

WORK SCHEDULE

- Normal work schedule is Sunday to Thursday which includes Wednesday nights.
- Flexibility required to work some other nights and Fridays and Saturdays.
- Flexibility to attend camps and mission trips.

EMPLOYEE ACKNOWLEDGEMENT

Start Date: _____

Salary Amount: _____

I, at this moment, acknowledge the above-listed Position Description as my employment responsibility. I understand that it will be the guiding factor in the evaluation/review process. I intend to follow Biblical principles, the vision of Pathway Church as established by the Lead Pastor and Board of Directors, and all organizational documents. I have received and reviewed the Pathway Staff Handbook to which I will adhere.

Signature: _____

Date: _____

SUPERVISOR ACKNOWLEDGEMENT

Signature: _____

Date: _____

Initials _____