

JOB DESCRIPTION

JOB TITLE: Middle School Pastor / Ministry Director

EMPLOYMENT TYPE: Full Time, Permanent

HOURS PER WEEK: 40

REPORTS TO: Youth & Young Adults Pastor

JOB OVERVIEW:

The Middle School Pastor / Ministry Director will give primary leadership to those at Riverwood who are currently attending grades 6 to 8 and will contribute to the overall Student Ministry and Young Adults programming of Riverwood. The Pastor / Ministry Director will design and implement strategies and ministries that are in line with Riverwood's mission, vision and values.

TIME REQUIREMENTS:

General office hours are 9:00a.m. to 5:00p.m. Tuesday to Friday. This role also requires regular evening and week end hours to meet programming schedules.

KEY RESPONSIBILITIES:

MIDDLE SCHOOL

70%

Teaching

- Teach the word and develop spiritual content.
- Champion the "Living Intimate with God" component of Riverwood by developing the program and teaching schedule, content and message.
- Ensure that all teaching is biblically based and biblically sound.
- Work in collaboration with the Youth & Young Adults Pastor to develop each series with a broader range of complimentary, age-appropriate components such as devotionals, blogs, study sheets, videos, games, parallel small group curriculum, etc. to enhance spiritual renewal.

Discipleship + Programming

- Ensure that safety (as outlined in Riverwood's *Child and Youth Protection Policy*) and good communication is maintained as it pertains to all programs.
- Lead the students at Riverwood to grow holistically (spiritually, relationally, emotionally, psychologically, and physically).
- Ensure that the following three spiritual priorities for the congregation remain central to the church: L1 – Living Intimate with God, L2 – Living in Deep Community and L3 – Living Lives of Influence.

Care + Shepherding

- Provide care in major crises that happen to people connected with Riverwood's student ministries, both students and parents.
- Shepherd, guide and provide spiritual counsel to the middle school students of Riverwood when required.

Oversee Ministry Staff

- Develop and manage volunteers by taking time to inspire, consult and resource them to ensure spiritual vibrancy and ministry effectiveness.
- Lead volunteers in the initiation and implementation of new ministry strategies.

OVERALL YOUTH & YOUNG ADULTS MINISTRY

30%

Discerning Vision

- In connection with the Youth & Young Adults Pastor, prayerfully discern the vision and direction that should guide Riverwood's Student Ministries and Young Adults Ministry. This vision is then submitted to the Lead Pastor for discernment, ratification and affirmation. Oversee the effective communication of the vision, direction and progress to the leadership of Riverwood as well as to the entire church.
- Ensure a regular strategic planning and goal process is in place and implement procedures to ensure alignment through the church with those plans and goals.
- Lead in transitioning student ministries towards greater effectiveness and alignment with the church vision.

Programming

- Work collaboratively with the Youth & Young Adults Pastor for programs that bridge across multiple age groups.

Administration

- Work collaboratively with the Youth & Young Adults Pastor to ensure that accurate records are kept, particularly in connection with *Riverwood's Child and Youth Protection Policy*.
- Contributes to the preparation and management of the annual budget for Student and Young Adult Ministries.
- General administrative duties such as communication, scheduling, materials preparation etc.

QUALIFICATIONS:

- Sincere, maturing faith in Christ.
- Pastoral call to middle school and youth ministries.
- Ability to relate personally and socially to middle school students, youth and parents with cultural sensitivity and an awareness of the complexities of adolescent development and faith formation.
- Team-oriented mindset and collaborative work ethic.
- Ability to translate vision and strategy into action.
- Education in Adolescent Development, Biblical Studies or a related field strongly preferred.
- At least 2 years experience in Student Ministries preferred.

REQUIREMENTS:

- Satisfactory Child Abuse Registry and Criminal Record Checks

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our statement of faith, mission, vision, values and goals. All Pastoral / Ministry Director staff are required to complete Riverwood's Covenant Community course and be in full alignment with the requirements of Covenant Community. It is also expected that every staff member make every attempt to be involved in the full life of the church, attending church services, and church functions

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.