



JOB DESCRIPTION

PRETEEN AND MIDDLE SCHOOL DIRECTOR

LOCATION: *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

REPORTS TO: *Next Gen Pastor*

COMPENSATION STATUS: *Non-exempt / 40 Hours Weekly*

START DATE: *July 1, 2024*

POSITION SUMMARY

The Preteen and Middle School Director (Director) works in both Grace Community Church's (Grace's) Kids Ministry and Youth Ministry, being the primary overseer of kids and youth from 4th to 8th grade. The Director is responsible for working with the Next Gen Pastor to develop an effective curriculum that both engages and teaches preteens and middle schoolers. The Director will be a primary contact for families with children of these ages at Grace, having frequent communication with them. The Director shall be responsible for assisting with workshops, events, Sunday and midweek services, and Summer programs within Grace's Kids and Youth ministries. Additionally, the Director shall develop a robust and healthy volunteer culture within Grace, equipping leaders to guide and disciple both preteens and middle schoolers.

PRIMARY RESPONSIBILITIES

Ministry Programming

- Shall work with the Next Gen Pastor to clarify mission, cast vision and help support the start, growth, and effectiveness of the preteen and middle school programs within the Kids and Youth Ministries at Grace.
- Shall execute a curriculum designed around teaching kids and youth on how to become full-fledged disciples of Jesus.
- Is responsible for providing weekly Sunday services for the preteens in Grace's Kids Ministry, providing curriculum and activities for ages between 4th and 5th grade.
- Is responsible for assisting with weekly midweek services for Grace's Youth Ministry, providing curriculum and activities for ages between 6th and 8th grade.
- In tandem with the Early Childhood Director, ensures a timely check-in process is handled on Sunday mornings, as well as a safe and secure check out process for all families in the Kids Ministry.
- Connects with new families to Grace, ensuring they get plugged into the ministry and are followed up within their first month at the church.
- Ensures all classrooms are clean, presentable, and equipped with supplies needed for ministry programming.

Administrative Oversight

- Shall complete follow-up communication and provide first-impression support for first time families with preteen and middle school students.
- Oversees the workflow of new volunteers onboarding into the 4th through 8th grade areas, including interviewing, completing reference checks, background checks, and working them to ensure they are fit and a proper fit for Grace's Next Gen Ministry.
- Ensures responsible stewardship of resources in the Kids and Youth Ministries, optimizing the use of ministry budget and facility assets to support Grace's mission.
- Ensures that the digital presentation material and physical curriculum resources needed for their areas of Kids and Youth Ministries are prepared weekly.
- With oversight from the Next Gen Pastor, shall help manage and develop budgets overseeing preteens and middle school programming.

Leading & Developing Volunteer Teams

- Shall develop and oversee volunteers, equipping them to implement lessons, activities, and discipleship conversations for preteen and middle school programming on Sundays and midweek services.
- Shall execute a volunteer onboarding system that recruits, teaches, empowers, and manages volunteers within Grace's Next Gen ministries.
- Teaches and equips volunteers to accurately teach the gospel, ensuring application of Biblical principles and behaviors are being upheld and are in alignment with Grace.
- Shall meet weekly with volunteers to develop their leadership capacity, receive feedback on the ministry, and ensure they have the spiritual wellbeing to serve.
- Shall work to develop the leadership capacity within key volunteers, providing them resources and opportunities to grow as a ministry leader at Grace..
- Shall model biblical values and behaviors for volunteers that illustrate spiritual maturity and promote Grace's mission.

COMMITMENT

This is a full-time position that will require work onsite at Grace, including being present for monthly staff meetings and supervisor check-ins and evaluations. This position is subject to reevaluation on behalf of Grace annually. While this job description is comprehensive, it is not all-inclusive and the Director may be asked to perform other duties as assigned.

DESIRED QUALIFICATIONS

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities of the Director as summarized above. Preference will be given to those who demonstrate a genuine call to ministry, a true servant's heart, and application and supporting materials that demonstrate the following:

- A mature and growing faith in Christ that serves as a model to those they lead, a heart for the local church, and an undeniable love for helping children grow in a relationship with Jesus Christ
- Experience as a collaborative leader who is adept at developing, leading, and encouraging teams of volunteers. This includes the ability to address conflict and initiate needed course corrections directly, fairly, and graciously.
- A chemistry that connects with Grace's team and culture.
- The ability to comfortably speak in public to audiences of both adults and children.
- An intrinsic desire to collaborate with other staff and volunteers serving within our church ministry.
- Experience as a collaborative leader who is adept at developing, leading, and encouraging teams of volunteers.
- A self-starter who is adept at identifying strategies to overcome growth barriers in life and ministry.
- The ability to address conflict and initiate needed course corrections directly, fairly, and graciously.
- Full agreement with the doctrinal position of Grace Community Church and membership covenant.

GRACE'S MISSION STATEMENT

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

GRACE'S VALUES

RADICAL GRACE

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

BETTER TOGETHER

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

TRUTH TRANSFORMS

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

BE THE CHURCH

We engage God's mission as a sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

GENEROUS LIVING

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

MADE TO MULTIPLY

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

GENERATION NEXT

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2