



## Junior High Coordinator Job Description

**Title:** Junior High Coordinator

**EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:**

- Preach Boldly;** proclaiming the truth of God. (Nehemiah 8:8)
- Worship Authentically;** celebrating the person of God passionately and completely. (John 4:24)
- Pray Dependently;** approaching the presence of God fervently and expectantly. (1 John 5:14)
- Witness Courageously;** sharing the gospel of God wisely and respectfully. (1 Peter 3:15)
- Gather Purposefully;** engaging the people of God transparently and hopefully. (Hebrews 10:19-25)
- Plant Strategically;** building the church of God locally and internationally. (Acts 14:21-23)

**Position Objective:** To work with the Junior High Director and XLT (Executive Leader Team) Member to lead and develop life-giving and life-changing ministries for 5<sup>th</sup> – 8<sup>th</sup> grades at Summit Point Church.

**Personal Commitment to the Vision of Summit Point Church:**

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services.
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point.
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation.
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church and by personally sharing his or her faith with others.
- Must be a member of Summit Point Church or be willing to become a member as part of the hiring process.

**Spiritual & Character Qualifications:**

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Have a history of moral purity.
- Meet the spiritual and social qualifications for elders (1 Timothy 3:1-7; Titus 1:5-9).
- Be a self-starter with drive, passion, and initiative.
- Be teachable and willing to be held accountable.
- Be a team player with a positive attitude.
- Possess the spiritual gifts of leadership (Romans 12:8), service, teaching (Romans 12:7), and administration (1 Corinthians 12:28).

**Professional Qualifications or Skills:**

- Have enthusiasm for the doctrine, vision, and philosophy of Summit Point Student Ministry.
- Have an excitement to assist in recruiting volunteers and developing leaders.
- Be proficient at Microsoft Word and Excel.
- Be able to become proficient with the church database (Planning Center).
- Be detail-oriented with the ability to multi-task.

**Position Responsibilities:**

- Manage and update Planning Center and eSpace for the Junior High Ministry.
- Coordinate and assist in weekly Student Ministry programs:
  - Sunday Services - Fuse Elements
  - Wednesday Evenings - Fuse & Fuel
- Assist and participate during Student Ministry events (including all overnight retreats, camps, etc.).
- Participate in the discipleship of Junior High students (i.e. be an I-Group leader, contact students, etc.).
- Coordinate details of Student Ministry events (Revive, Camps, etc.).
- Assist in analysis of Student Ministry events and programs.
- Manage communication to parents and students.
- Assist in the volunteer process (application, background check, etc.).
- Carry out other assignments as directed by the Senior Pastor or High School Pastor.
- Pursue personal, spiritual, and professional growth.

**Summary of Qualifications:**

Summit Point is looking for an experienced and qualified Junior High Coordinator. This person must be spiritually mature, *have a heart for Junior High students*, be flexible, and be able to multi-task in order to carry out the many facets of Student Ministry at Summit Point Church. The Junior High Coordinator will work under the leadership of the Junior High Director and High School Pastor.

**Salary & Benefits:**

- A competitive salary and benefits package commensurate with experience will be provided.
- This is a full-time, salary position (40-45 hrs./week).
- Serious candidates should e-mail or mail a cover letter and resumé to:

Attn: Steve McGinnis, Business Pastor  
 Summit Point Church Peoria  
 Junior High Coordinator  
 401 Cimmeron Dr., East Peoria, IL 61611  
[smcginnis@summitpoint.org](mailto:smcginnis@summitpoint.org)