

JOB DESCRIPTION
ST. STEPHEN'S CHURCH
STUDENT MINISTRY ASSISTANT FOR MIDDLE SCHOOL

JOB SUMMARY

The Student Ministry Assistant for Middle School has responsibility for all outreach and discipleship programming for kids in the 6th, 7th and 8th grades, while also playing a key role in the overall youth ministry strategy, goals and operations. The Assistant has responsibility for all administrative duties related to the Middle School Ministry and shares responsibility for the Student Ministry staff. This position is part of the Student Ministry Team and reports to the Director of Student Ministry

DUTIES AND RESPONSIBILITIES

As part of the Student Ministry team, the Assistant participates in planning and strategizing for Student Ministry programs and events and plays a critical role in setting the tone of and representing the culture of St. Stephen's Student Ministry. Prayer for kids, ministry, staff and for the church are critical for this individual, as well as leading a group of adults in leadership positions within this ministry. This individual will also take a leadership role in the planning and execution of the week-long church VBS called Summer Celebration that takes place every June.

The Assistant plans and runs weekly programmatic and outreach events, plans for and leads weekend retreats and summer trips, while handling all communication, administrative and financial tasks associated with these events.

The Assistant will also support the high school program when needed. All Student Ministries staff members will be required to assist and participate cooperatively with joint ventures and outreach events such as (but not limited to) retreats, volunteer development and parent-focused seminars.

SKILLS AND EXPERIENCE REQUIRED

The Student Ministry Assistant for Middle School must have a call for working with middle school-aged students, have strong leadership and organizational skills, and a background or training in counseling and dealing with spiritual, emotional and developmental issues of youth. Experience working with and leading volunteers is also helpful. Teaching skills are critical to this position, while musical ability, drama skills and knowledge of multimedia software (PowerPoint) are helpful.

BEHAVIORS AND CHRISTIAN VALUES

Because of the leadership nature of this position, this person must be emotionally and spiritually mature. Any candidate must show a strong commitment to St. Stephen's mission and core values focusing on reaching new lives for Christ, teaching and discipling young people and acting as a spiritual role model. This individual must display kindness and understanding to the youth and their families, show respect for the parents and have a strong desire to teach and model Christian values to the students. A commitment to daily prayer for the youth and families or our parish and bible reading are critical for this individual. Any candidate must be willing to affirm our New Hire Covenant (copies available upon request). Interested candidates can contact The Rev. Bill Henry at bhenry@ststephenschurch.net or (412) 741-1790.