



POSITION TITLE: Middle School Ministry (MSM) Coordinator (*Part-time; 30hrs/week*)

INCUMBENT NAME: OPEN

SUPERVISOR'S TITLE: Director of Middle School & High School Youth Ministry

SUPERVISOR'S NAME: Brendon Saget

Approved by Session January 6, 2026

POSITION SUMMARY

The Middle School Coordinator is responsible for overseeing the development and implementation of 5th-8th grade students into lifelong disciples of Jesus Christ. Working closely with the NextGen team, the MSM Coordinator is responsible for coordinating the day-to-day aspects of the middle school ministry.

PRIMARY RESPONSIBILITIES

Implement vision for ministry to middle school students.

1. Sunday Programming – MSM
 - Ensure excellent implementation of the Sunday morning programming
 - a. Games
 - b. Slides
 - c. Coordinate food
 - d. Coordinate music and audio
2. Communication
 - a. Communicate weekly with parents and monthly as appropriate
 - b. Offer resources and help to all families in the ministry
 - c. Responsible for creation of MSM portion of NextGen communications
3. Administrative
 - a. Manage registrations for all MSM events
 - b. Collaborate with supervisor to ensure operational needs are met
 - c. Manage the MSM budget
4. Relational
 - a. Meet with students to develop relationships
 - b. Connect with parents throughout the year, both formally and informally
 - c. Connect with students outside of planned programming
 - d. Make efforts to reach out via email, text, social media; for birthdays and other big events in the lives of students
5. Teaching/Curriculum
 - a. Teach Sunday lessons bi-weekly
 - b. Schedule volunteer teachers
 - c. Work with supervisor to develop and evaluate curriculum
6. Events (internal and external)
 - a. MPH's monthly
 - b. Coordinate with supervisor for implementation of Momentum
 - c. Summer ministry experiences

7. Development
 - a. Work with NextGen leadership team to continue developing a cohesive approach to family ministry
 - b. Weekly meetings debriefing the weekend experience and any relevant events
8. Attend all staff meetings and retreats

EXPECTATIONS

- Must be a fully committed follower of Jesus Christ, actively growing closer and deeper in relationship with Him
- Must maintain a deep and abiding trust in Jesus Christ as Lord and Savior, being a model of servant leadership
- Theologically, must be evangelical with deep appreciation for the authority of Scripture and an unswerving commitment to a biblically-based lifestyle
- Striving for a high personal level of godly character and Christian values
- Overall beliefs must be consistent with the ZPC Statement of Beliefs

EDUCATION AND SKILLS REQUIRED

Education and Experience:

- Bachelor's degree preferred
- 1-3 years' experience working with youth in a church-based context preferred

Demonstrated Skills:

- Excellent communication and teaching skills with an emphasis on communicating effectively to youth and youth workers
- Strong scriptural knowledge
- A passion for working with middle school and high school students and families, and in leading them to a deeper walk with Jesus Christ
- Strong relational skills working with a wide variety of people
- Basic budgeting, planning, and management skills