



## Job Description and Qualifications

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Job Title:	<b>Director of Middle School Ministry</b>
Department:	Family Ministries
Position Status:	Exempt, ministerial exception, not eligible for overtime
Position Schedule:	Full time (generally Sunday through Thursday, with flexibility)
Reports To:	Director of Family Ministries
Date:	June 2023

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### **PURPOSE**

Ministering on behalf of Chapel Hill Presbyterian Church, help Middle School students encounter Jesus, grow in discipleship and partner with families, while aligning with the vision and mission of Chapel Hill Presbyterian Church.

### **PRIMARY DUTIES**

- Lead middle school gatherings on Wednesday evenings & Sunday mornings.
- Develop, coordinate or lead a variety of activities for middle school students, including teaching biblically sound and denomination-oriented messages, outreach events, service and discipleship opportunities that align with the goals of the church while modeling biblical priorities.
- Recruit, train and motivate adult volunteers for leadership in the middle school ministries program.
- Help plan, develop and implement all aspects of a relevant middle school ministry program.
- Plan, coordinate and lead camps, retreats, conferences and local serving events.
- Work with the student ministries admin to ensure ministry information is up to date.
- Communicate with students and parents on a regular basis to develop relationships.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or significant comparable experience; preferably in a ministry or related field.
- Demonstrated ability to teach/preach, plan events and relate to others (in group and one-on-one settings).
- Previous experience working with students in a church setting required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Understands and embraces the mission and vision of Chapel Hill Church and agreement with the EPC Essentials of the Faith ([epc.org/about/beliefs](http://epc.org/about/beliefs)).
- A growing relationship with Christ, through study and accountability.
- Understands the principle of adoption ministry, when ministering to students and their families.
- Self-motivated, teachable, a great problem solver, and has a positive overall attitude.
- Excellent interpersonal and communication skills with students and adults.
- Administrative skills for managing email, appointments, planning events, and multi-tasking.
- Creative and willing to think outside the box.
- High emotional intelligence.
- Ability to plan for the future, measure and evaluate for results.
- Flexibility in work hours based on special events.

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**All employees are required to pass a criminal background check prior to start of employment.**

To apply for this position, please email [ddavis@chapelhillpc.org](mailto:ddavis@chapelhillpc.org) with a cover letter, your resume, and a completed employment application form (available at <https://www.chapelhillpc.org/work-at-chapel-hill/>).

*All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.*