



Job Description Middle School Ministry Director

Date: June 2026

Supervisor: Caleb Karnosh

Staff Teams: Youth Ministry, Administrative

Status: Part-Time, Non-exempt

Hours: 25 hrs/ week

Role: Oversee middle school programming, leader development, and administration under supervision of the Youth Pastor

SKILLS:

1. **Connection**

Establish trust and rapport across the diverse spectrum of students, parents, and volunteers

2. **Teaching**

Comprehensive understanding of Christian catechesis & disciple-making along with abilities to assess, plan, and facilitate catechetical initiatives and offerings

3. **Administration**

Ability to schedule, delegate, and facilitate large-group events on a weekly (Wednesday night RezYouth), quarterly (outreach events, service opportunities), and yearly (retreats) basis, with appropriate communication intervals to students, parents, and leaders

4. **Shepherding**

Ability to build a team and communicate vision, priorities, and appropriate training to a large group of leaders and pastorally care for volunteers & students when necessary

JOB DUTIES:

Assist the Youth Pastor in leading a team that guides students into a transforming relationship with Jesus and his church:

1. **Wednesday Night Ministry**

- Oversee middle school ministry under supervision of Youth Pastor and assist in high school ministry as-needed
 - Design middle school curriculum
 - Setup and prepare for Wednesday night gatherings:
 1. Oversee student sign-in
 2. Prepare slides for announcements, liturgy, worship, and teachings
 3. Shop for decorations and facilitate decorating for special Wednesday night events
- Design and facilitate one middle school special event each semester (e.g., lasertag, rollerskating, etc)
- Craft regular communication to students and parents that include teachings and event calendar (RezYouth News)
- Assist in recruiting, on boarding, and training adult volunteers
 - Ensure compliance to child protection standards (trainings, on-boardings, background checks)
- Establish a system of check-ins with adult volunteers.
- Work with the Youth Pastor to establish and plan yearly calendar
- Stay in communication with our THRIVE ministry in order to help better care for students with disabilities.

2. **Retreats (Fall & Winter)**

- Assist the Youth Pastor in casting vision for teaching content and theme
- Aid in creating the schedule for the weekend and organizing transportation
- Help communicate with volunteers for the retreat
- Oversee retreat details such as games, snacks, student medications, and first-aid

3. **Cohorts**

- Confirmation
 - Assist Youth Pastor in leading 8-10 week confirmation class each spring
 - Teach classes
 - Help plan the confirmation retreat and rehearsal
 - Assist in organizing and facilitating Youth Confirmation Sunday
- 8th Grade Cohort (Fall)
 - Design and facilitate six cohort meetings that help 8th grade students develop spiritual maturity prior to Confirmation (time, location, schedule, etc.)
 - Plan and implement a teaching curriculum
 - Recruit volunteers as needed

4. Trips

- Middle School Camping Trip
 - Organize and lead a weekend summer camping trip for our middle school students
 - Plan location, transportation, and schedule
 - Vision cast for weekend teaching/theme/worship
 - Recruit volunteers

5. Student Leadership Teams

- Develop student leadership teams to serve within various elements of Wednesday gatherings (welcome team, games, event planning and set up special event ideas, etc.)
- Lead regular meetings and delegate responsibilities

Other Duties as Assigned

Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Duties:

(1) Administrative

Description:

Non-Exempt (part-time) = Overtime is paid. This position is a part time salaried position with expected hours per work week as stated above. Job responsibilities are expected to be completed within the expected hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, extra hours worked during a work week will be paid at the normal hourly rate, and hours worked more than 40 hours during a work week will be paid at a total of one and one half times normal hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Administrative:
 - Undergraduate degree level of education
 - Occasionally/frequently work weekends
 - Must be able to sit in a stationary position for 50% of the time
 - Occasional kneeling and bending to re-stock supplies
 - Occasional reaching to gain access to supplies
 - Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
 - Occasional overtime hours
 - Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations
 - Identify material from a computer with a 13in screen

This job description is subject to change at any time.