



## Job Description

**Title:** N Campus Middle School Ministry Lead

**Reports To:** Next Gen Team Leader

**FLSA Status:** Exempt – Pastoral (to be Ordained)

**Prepared By:** Titus Leger

**Hours per week:** 50

**Ministry:** North Youth

**Classification Grade:** P-4

**Approved By:** Human Resources

**Approved Date:** 3/9/2023

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### Essential Organizational Core Values

The **Middle School Ministry Lead** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The Middle School Ministry Lead is responsible for taking the leadership of all ministry functions they oversee (see below). Live out Real Life's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Next Gen Team and Real Life Staff Team:** The Middle School Ministry Lead has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as **Next Gen** team objectives. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### Job Summary

1. **Oversight of Middle School SMALL GROUP Structure (35 %)**
  - Identifying, recruiting, equipping and releasing volunteers (coaches, leaders, volunteers) within the Middle School Small Group structure.
  - Creating and maintaining avenues of regular communication within the small group team and the areas you oversee (lead team to leaders to students to parents and community; lead team to leaders to parents).
  - Creating and maintaining a quality relational environment with Biblical Discipleship as the main focus.
  - Working with the Next Gen team as a whole to develop relevant age appropriate curriculum to inspire spiritual growth.
2. **Weekday Programming for Middle School (15%)**
  - Oversight of setup and tear down of Middle School Group components.
  - Creating and maintaining the speaking schedule for Middle School to develop students and create more trained communicators.
  - Planning and preparation of on-stage experiences for Middle School.

- Consistent communication with lead team about vision and direction of ministry.
- Plan and execute the Middle School leader meeting.

### 3. PARENT Partnership (5%)

- Working to communicate and partner with parents in the discipleship of their students.
- Maintain effective and consistent parent communication.
- Helping with creating environments to engage parents and connect them with marriage and family Ministries.

### 4. Oversight of Middle School Student Leadership (10%)

- Identifying, recruiting and equipping both leaders and student leaders for the Middle School Leadership program.
- Create and maintain a high-quality biblical education track for Student Leadership.
- Plan and execute a retreat that builds relationship and the overall team dynamic.
- Communicate regularly with parents and students.
- Communicate and coordinate with other ministry leaders for the serving portion of Student Leadership.

### 5. Partnered Oversight of Middle School Ministry (5%)

- Responsible for developing in partnership with the Next Gen Team Leader a *Ministry Game Plan* that aligns with our 7 Essentials. This includes working with the Next Gen Team Leader to define what “winning” is for each ministry essential and through this process including annual goals, priorities and strategies that are in alignment with our vision and mission.
- Create a healthy team environment for the ministry components you oversee. This includes regular team meetings, individual coaching, and ministry involvement and observation by you. This also includes building a relational environment where interns, coaches, leaders and volunteers can get to know and enjoy other team members outside of the day-to-day work environment (Retreats, Outings, etc.).
- Ensure effective communication and follow up of information is being passed up to the Next Gen Team Leader, Executive Pastor, Senior Pastor, and Elders as well as down to your ministry team.
- Work with the Next Gen Team Leader to partner with local schools within the community to come alongside them, put on events, and help where there is a need.

### 6. Next Gen Team Function (5%)

- The Next Gen Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in Next Gen Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Youth & Young Adult Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Next Gen Team Member needs to talk, seek to accommodate the meeting in an appropriate and timely manner.
- Through these partnerships effective collaboration will also focus on student transitions between ministries.
- Must live out Real Life’s Organizational Core Values on the Next Gen Team.

### 7. Real Life Staff Involvement and Collaboration (5%)

- Work with our church congregation in a way that glorifies God through involvement in Weekend Services and a Life Group. Be a visible model for your team to follow in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships (i.e. – recovery, missions, benevolence, etc.).

- Value and abide to the expectations of being a member of the church found in our 101 and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific job description (Align, DiscipleShift, Teaching in Membership Classes, Harvest Fest, Easter weekend, etc.)

#### **8. Personal Ministry (20%)**

- Represents Christ and the Church in the community in a godly way.
- Responsible for having, and living out, a Personal Ministry Plan.
- Be an active part of a Life Group and personally making disciples as appropriate.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on their team, including volunteers.

#### **Qualifications, Required Skills and Competencies**

- Background and experience in Youth Ministry.
- Be a good listener and empathizer
- Must be approachable
- Resilient and adaptable
- The ability to stay calm under pressure and be the voice of reason
- Ability to identify potential leaders
- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a biblical manner
- Has a good work ethic, meets deadlines, is organized, can be trusted, uses time wisely, and dresses appropriately.

#### **Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:**

- Vision Casting
- Coaching & Developing
- Respect
- Problem Solving
- Recruiting

#### **Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries, the following areas are required to effectively convey Real's Life message and carry out the mission: :**

- Ordained pastor or in the process of Ordination from Real Life Ministries.
- Performing the Sacerdotal duties: Preaching, Baptism, Weddings, Funerals, Communion, Teaching of Theology, Biblical and Spiritual Coaching.
- Performing Real Life's Pastoral duties: Staff on Call, hospital visits, shepherding those in their ministry.
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing."
- A strong marriage and family life visible to others (if applicable).
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.

- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

### **Physical Abilities required**

While performing the duties of this Job, the employee is regularly required to sit; use hands and arms and talk or hear. The employee is frequently required to stand and occasionally required to climb or balance; stoop, or kneel. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

### **Disclaimer(s)**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_