

**First Congregational United Church of Christ
Appleton, Wisconsin
Job Description Part-Time**

Job Title: Director for Middle School Ministries

Reports to: Pastor for Youth and Spiritual Outreach

Prepared by: Human Resources Committee

Effective Start Date: Immediately

Hours: Three-quarter time position (30 hours per week); hours vary seasonally with school year, some nights and weekends.

Summary: The Director for Middle School Ministries develops, guides and leads the middle school youth by implementing and strengthening a ministry that helps youth embrace a deep and sustainable Christian faith, offers them leadership opportunities, and promotes a sense of belonging.

Essential Duties and Responsibilities:

Middle School Ministry: include, but are not limited to, the following:

- Facilitate and strengthen the existing middle school youth ministry of First Congregational UCC by deepening caring relationships with students, empowering gifted adults and fostering a welcoming atmosphere of belonging and fellowship.
- Recruit, coach, deploy and coordinate volunteers in the middle school youth ministry using a ministry team approach.
- Implement the Youth Ministry Architects model developed by First Congregational UCC in all aspects of this ministry. Use curriculum provided.
- Directly develop relationships with youth, parents and volunteers by taking interest in their lives and weaving middle school ministries into the intergenerational life of First Congregational UCC.
- Build relationships with the entire staff of First Congregational UCC, seeking to work collaboratively and supportively with our larger church's mission, values and intergenerational focus.
- Foster and resource student leadership in the ministry.
- Possess a heart for shepherding and encouraging youth in their faith and personal journeys; display a strong personal commitment to faith.
- Display strong administrative, planning, organizational and communication skills.
- Keep all documents related to middle school youth ministry updated and accessible.
- Collaboratively develop and consistently communicate middle school youth ministry events and opportunities to parents, youth and the church.
- Teach studies, plan and lead weekly discussions or special events, manage budget, and ensure ministry supplies are available.
- Serve as a key voice and advocate for the middle school ministry in an interdisciplinary, collegial environment. Attend staff meetings.
- Lead a 3- or 4-day summer mission trip and an annual fall weekend retreat.

Supervisory Responsibilities: include, but are not limited to, the following:

- Directly supervise middle school adult volunteers.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting and training volunteers; planning, assigning and directing work; evaluating performance; addressing complaints; and resolving problems.

Qualifications:

- The ideal candidate will possess a bachelor's degree or equivalent, having participated in Bible or theology classes or other religious training.
- Experience working with youth, youth ministry or related field preferred.
- Proficiency in Microsoft Office and ability to learn other applicable computer programs and office equipment.
- Must exhibit a faith and possess values supportive of the United Church of Christ and First Congregational UCC.
- Strong interpersonal, time-management and delegation skills.
- Displays sound judgment, a positive attitude and professional conduct, including the ability to maintain confidentiality.
- Valid driver license; background check required.

Compensation:

- Salaried, per HR.

Physical Functions:

- Able to use staircases, walk, sit, bend and lift. Ability to lift 20 pounds.

Application:

- Please submit a cover letter and résumé, with at least 3 references not related to the applicant, to kunderwood@firstcongoappleton.org.
- *First Congregational UCC is hiring two three-quarter time youth directors; a Director for Middle School Ministries and a Director for High School Ministries. Please refer to both job descriptions and indicate which position(s) you are applying for.*