

**BETHESDA LUTHERAN BRETHREN CHURCH**  
**Assistant Director of Middle School Ministry**

**I. PURPOSE:**

The Assistant Director of Middle School Ministry, along with the Holy Spirit, will minister to middle school students at Bethesda and their friends in the community in order to foster in them a growing love for Jesus and a life of following Him as His disciples.

**II. RESPONSIBILITIES In Order of Priority:**

- A. Leading Weekly Programming** – The Assistant Director will plan and manage Wednesday night programming for Bethesda’s Middle School Ministry (Bona Fide), developing the flow, planning games and teaching elements, facilitating the leader prep meeting, and delegating responsibilities to other members of the ministry team.
- B. Fostering Rich Spiritual Experiences** – The Assistant Director will plan, execute, and attend events, retreats, and camps designed to help students grow in their faith and build relationships with one another, including a summer spiritual formation experience for middle school students. This staff person also works in partnership with the pastors to plan and execute the Confirmation curriculum and activities throughout the year and the annual Confirmation service.
- C. Investing in Middle School Students** – This person will effectively and responsibly build relationships with middle school students. The Assistant Director will attend one middle school event in the community each week to support our students and to meet their friends.
- D. Developing Leaders** – The Assistant Director works alongside the Director of Students and Their Families to recruit and equip student ministry leaders, participating in leader meetings, and giving special attention to leaders in middle school ministry.

**III. WORKING RELATIONSHIPS:**

- A. The Assistant Director meets regularly with the Director of Students and Their Families for encouragement, support, training and direction.
- B. The Elder Board serves the congregation by providing spiritual oversight for all of Bethesda’s ministries. The Assistant Director reports to the Elder Board via written, bi-monthly reports and is welcome to address the Board as needed.
- C. The Assistant Director attends and participates in All Staff, Ministry Staff, and Mega Meetings promoting and representing Middle School Ministry.
- D. The Assistant Director works in partnership with the Student Ministries Committee and its members.

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**IV. QUALIFICATIONS:**

- A. Possess a personal faith relationship with Jesus Christ and lives for Him with commitment and passion
- B. Knowledge of Scripture and a biblical approach to ministry
- C. Experience in working with middle school students preferred
- D. Experience in working from a team approach
- E. Have a vision to reach middle school students where they are and as they are
- F. Willingness to go where middle school students are and build relationships
- G. Creativity to engage middle school students in weekly programming
- H. Available evenings and some weekends
- I. Willingness to pursue membership within one year of hire

**V. BENEFITS AND RELATED ISSUES:**

- A. This is a Limited Part Time, non-exempt (hourly) position. Compensation will be determined by the Personnel Committee based on qualifications.
- B. Any benefits and other employment issues are outlined in the Bethesda Employee Handbook.