



**TITLE:** Associate Director of Middle School Ministry (30 hours/week, with benefits)

**PURPOSE:** The Associate Director of Middle School Ministry's primary concern is the spiritual vitality of Blacknall youth in the sixth through eighth grades. Through teaching and example, he/she invites youth into an active life of prayer and Christian discipleship. He/she encourages youth to understand the Christian faith as a relationship with Jesus Christ and to grow in a love for Christ and the Scriptures through a Scripture-centered ministry, group worship, study, and one-on-one opportunities.

**SUPERVISION:** The supervisor for the Associate Director of Middle School Ministry is the Director of Youth Ministry.

**RELATIONSHIPS:**

- I. Serves as liaison between middle school youth ministry and the church
  - Church staff meetings — weekly
  - Meetings with the Director of Youth Ministry — weekly
  - Meetings with parents of middle school students — when appropriate
  - Session meetings — when appropriate
  - Other committee meetings — when appropriate
- II. Shares (with the Director of Youth Ministry) in the supervision of middle school ministry volunteers
  - Helps lead volunteer leader (high school and middle school) meetings — weekly
  - Helps recruit, train, and oversee middle school volunteer leaders
  - Meets as needed with individual volunteers to provide encouragement, direction, or feedback

**RESPONSIBILITIES:**

- I. Collaborates with the Director of Youth Ministry about overall youth program design, curriculum, and strategic decision-making, including areas for growth and refocus
- II. Proactively looks for ways to involve middle schoolers in the larger Blacknall congregation, including worship, service, and other whole-congregation programming



- III. Plans, organizes, attends, and facilitates logistics for, or finds appropriate leadership for, middle school Sunday School (weekly)
- IV. Plans, organizes, attends, and facilitates logistics for middle school Sunday evening youth group (weekly, during the academic year) in conjunction with middle school volunteer leaders
- V. Once per month, leads high school Sunday School and/or Sunday evening programming while the Director of Youth Ministry leads the middle schoolers
- VI. Implements, directs, and participates in other discipleship-oriented programs for middle schoolers
  - Weekly summer middle school Bible study
  - Weekly short-term small group in the fall or spring
- VII. Responsible for special events and projects
  - Plans, organizes, and leads the following middle school events: fall weekend retreat; monthly social events; summer day trips; and school service opportunities (both at Blacknall and in the larger Durham community)
  - Plans, organizes, and leads middle school summer camp (e.g., The Great Escape)
  - Assists the Director of Youth Ministry with planning high school and all-youth social events
- VIII. Pursues relationships with youth — not limited to organized programming
- IX. Provides support to parents of middle school youth, including occasional larger group programming and individual meetings when necessary
- X. Ensures clear, accurate, and timely communication with parents and youth
- XI. Manages program space, equipment, and supplies to ensure safety and cleanliness

**SALARY RANGE & BENEFITS:**

Competitive salary depending on experience and education: \$41,000 - \$47,000. Employee benefits include:

- Voluntary Simple IRA with up to 3% employer match
- Flexible health stipend (\$516.50 per month, paid as additional taxable income)
- Long-term disability insurance (employer-sponsored through PCUSA Board of Pensions)
- 50K term life insurance plan (employer-sponsored through PCUSA Board of Pensions)
- Paid vacation and holidays



**JOB REQUIREMENTS:**

- A personal and vital relationship with Jesus Christ
- A commitment to Scripture and its central authority in the lives of Christians
- An understanding of the Reformed tradition and a commitment to its basic convictions
- Previous experience in working with youth in a Christian ministry context
- Eagerness to be involved in the larger Blacknall congregation
- Enthusiastic desire to be in youth ministry, as evidenced by a love for youth and a desire to see them grow in maturity in their relationship with Christ
- Ability and willingness to own and carry out the various responsibilities of the position
- Strong work ethic
- Excellent communication skills
- Well-developed event-planning skills
- Ability to successfully plan and lead group games and icebreakers
- Ability to effectively teach Bible-based lessons to youth
- Minimum of an undergraduate degree or equivalent, a clean driving record, and no felony convictions; misdemeanor convictions may disqualify an applicant

**HOW TO APPLY:**

Send a cover letter, résumé, and statement of faith to [employment@blacknall.org](mailto:employment@blacknall.org) and please include **"MSM Position"** in the subject line.