

Role Description

Middle School Student Ministries Pastor

Organizational Alignment	<i>Employee:</i>	<i>TBD</i>
	<i>FLSA Status:</i>	<i>Exempt</i>
	<i>Job Status:</i>	<i>Full Time – 40+ hours per week</i>
	<i>Reports to:</i>	<i>Director of Discipleship</i>

Goal and Purpose

The goal of the Middle School Ministries (MSM) Pastor is to lead middle school students to be Scripture-soaked and Spirit-led followers of Jesus. The MSM Pastor serves the church by overseeing, administering, and coordinating a Middle School Ministry program that cares for the spiritual, social, and emotional well-being of middle school students.

The purpose of the MSM Pastor is to minister to middle school students and their families through teaching, leading, building volunteer teams, shepherding, administration, discipleship, and building relationships.

Focus and Scope

Essential duties and responsibilities, i.e. those which are basic, necessary, and an integral part of the job, are indicated below.

Essential Duties and responsibilities:

- ☒ Maintain a vibrant personal relationship with Jesus.
- ☒ Maintain an appropriate work/life balance where you work hard as a key pastoral leader at Bridgeway while ensuring you take sufficient time for rest, family time, vacation, and leisure.
- ☒ Recruit, train, and invest in a team of adult volunteer leaders. Help guide prospective volunteers through a month of observation before they commit to joining the volunteer team.
- ☒ In conjunction with the Director of Discipleship and volunteer leaders, cast vision for the Middle School Ministry and set specific goals for the discipleship of middle school students.
- ☒ Create and maintain partnership and camaraderie with other pastors and leaders in the Next Gen department to help facilitate consistency of discipleship development and smooth transitions between ministries.
- ☒ Stay apprised of trends and challenges in youth culture, and create programming that addresses the needs of middle school students.
- ☒ In conjunction with the Middle School Administrator, manage and sustain the infrastructural needs of the Middle School Ministry in a professional and timely manner. This may include, parent communication, social media, event planning, calendaring, meeting with students and parents, promoting ministry events, budgeting, and developing curriculum.
- ☒ Cultivate relationships with MSM parents through regular connections, communications and management of parent expectations. Avoid surprises on subject matter and events that fall outside normal programming.
- ☒ Have regular meetings, [group and one-on-one] with MSM volunteers, staff, student leaders, etc. to nurture, train, equip, and encourage them, and help ensure there are equipped to fulfill their roles within the ministry.
- ☒ Recognize, evaluate, develop and implement new ministry opportunities within MSM. Continually evaluate and implement better ways to increase ministry effectiveness, development and outreach.
- ☒ Create/develop event task lists, delegation systems, budgets, and goals for each major event. Allow time to debrief afterward.
- ☒ Ensure first-time visitors receive exceptional and timely follow up.
- ☒ Respond in a timely manner to any concerns raised about the ministry by parents, staff, or others.
- ☒ Maintain familiarity with the various resources Bridgeway offers so that you can refer students or adults who need them to utilize them.
- ☒ Coordinate, facilitate, attend, and plan summer camp (Hume Lake), a winter retreat, a volunteer retreat, and a student leadership retreat each year.

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- ☒ Continually train and develop personal abilities, knowledge, and experience as a youth leader, pastor, and counselor with regular reading, mentorship, and strategic conferences.
- ☒ Other duties as assigned.
- ☒ Support and contribute to a safe and healthy work environment. Specifically, follow Bridgeway's Injury Prevention and Safety program, support and maintain safety standards, and participate in safety training.

Relationships, Qualifications and Requirements, and Competencies

Key Relationships

- Reports to:* – Director of Discipleship
- Direct reports:* – Middle School Administrator, MSM adult volunteers
- Ministry partners:* – Bridgeway's youth, parents, volunteers and members, staff, general community, vendors

Role Qualifications and Requirements:

- Education:* – BS/BA degree, preferably in theology, biblical studies, or a related discipline
- Experience and Ministry Expertise:*
- Three years' experience as a youth pastor, preferably in a group with a weekly attendance of over 75
 - Excellent time management and communication skills
 - Desire to participate in and contribute to a healthy, collaborative, and fun staff culture
 - Ability to manage multiple projects independently
 - Ability to be a team player and support other staff members
 - Passionate and energetic yet able to have a calm, clear head under pressure
 - Excellent personal organization
 - Excellent interpersonal skills, with a people-oriented personality
 - A strong heart for people and a strong desire to serve others
 - Commitment to living a godly lifestyle
 - Willingness to ask questions and share concerns with supervisors
 - Able to track measurable data for your area and report back as needed
- Employment Requirements:*
- Must pass a pre-employment reference and background screen
 - Proof legal authorization to work in the United States
 - Able to multi-task in a changing work environment. Willing to change approach to best fit the situation while always being a good steward of resources and a positive and professional representative of Bridgeway
- Equipment Used:* – Bible, copiers, general office equipment, computers and equipment, telephone, games for MSM, props, etc.
- Physical Demands and Work Environment:*
- The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- **Physical:** The employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, or kneel. Frequent and regular repetitive movements required using the wrists, hands and/or fingers. The employee occasionally will lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
 - **Work Environment:** The employee is regularly in a typical office environment with adequate light and moderate noise levels.