



Job Description

Title	Director of Confirmation and Middle School Ministry	Status	Full Time with Benefits (Exempt)
Department	Student Ministry	Reports to	Pastor Ben Sullivan

POSITION PURPOSE

The Director of Confirmation and Middle School Ministry is responsible for all aspects of programming for children in 6th through 9th grade in order to fulfill Hope Lutheran's mission... *"to encourage all people to know the love of Christ."* The goal of the Student Ministry Team is to use their spiritual gifts to nurture, inspire, teach, and encourage the youth and those who support them.

POSITION RESPONSIBILITIES

1. Program Development and Management
 - Cooperatively plan, organize and lead fellowship, service projects and mission trips for junior high youth, including planning and attending Fall Castaway Retreat and the 9th Grade Retreat
 - Oversee registration of students with the Student Ministry Staff and Administrator
 - Large and small group curriculum preparation to help students learn attitudes, skills, and subject matter that will contribute to their faith development
 - Work with Student Ministry Staff to maintain a calendar of Confirmation activities that implement long and short-term plans/goals
 - Work with the Student Ministry Administrator to correspond with students, parents and volunteers through mail, email, and other technological avenues
 - Oversee the partnership and promotion process for the collection of monetary offerings within small and large groups
 - Model positive relationships with youth and enforce all policies and procedures for safety and well-being
 - Nurture student's spiritual growth and transformation in cooperation with their parents/guardians and the rest of the church community
 - Teach confirmation lessons as scheduled
 - Work cooperatively with the Student Ministry Staff to present the Gospel to students passionately and creatively
2. Support and Training of Coordinators and Small Group leaders
 - Lead and manage a team of part-time, grade-level coordinators to recruit small group leaders for confirmation
 - Continually identify and provide appropriate training for new volunteers at every level
 - Equip grade-level coordinators, parents and volunteers with tools and training necessary to develop strong spiritual growth and positive relationships

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran Church
- ❖ Possess strong communication, relational, organizational, and motivational skills
- ❖ Faithfulness, confidentiality and a desire to serve others
- ❖ Self-starter, with willingness to learn and improve
- ❖ Ability to lead and inspire a team of volunteers who also have a heart to invest in God's youth

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Disclaimer

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.

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