



## Job Description

<b>Title</b>	Middle School Ministry Campus Coordinator	<b>Status</b>	Part Time (10-15 hrs/week programmatic year)
<b>Department</b>	Youth Ministry	<b>Reports to</b>	Pastor of Middle School Ministry

### POSITION PURPOSE

Coordinate the Middle School Ministry program at your designated campus. The Campus Coordinator is the primary point of contact for your given campus. Your role is to fulfill Hope Lutheran's mission, "to encourage all people to know the love of Christ." The goal of the Middle School Ministry Team is to use their spiritual gifts to nurture, inspire, and encourage the youth, and those who support them.

### POSITION RESPONSIBILITIES

1. Work with Pastor of Middle School Ministry to create and carry out MSM Vision at given campus
  - Meet regularly with Pastor of Middle School Ministry throughout summer and programming year to plan programming
  - Collaborate with Middle School Ministry Coordinators
  - Represent the voice of Middle School Coordinators in vision planning meetings and communicate decisions made
  - Lead and orchestrate large group programming each week (Welcome, Announcements, Game, etc.)
    - This task may be shared with Middle School Ministry Coordinators upon request
  - Work with Pastor of Middle School Ministry on handling the budget for given campus
2. Support & Training of Small Group Leaders
  - Continually identify, recruit, coordinate, train and thank volunteers for each specific grade level
  - Supervise, encourage, and support Small Group Leaders
  - Lead and assist volunteers during Wednesday evenings as assigned
3. Scheduling and Coordination
  - Regularly communicate MSM details and vision with other Youth Ministry Campus Coordinators (Hopekids, HSM)
  - Cooperatively organize all programs and activities including, but not limited to: Middle School Ministry and special events
  - Small Group Organization and Encouragement
  - Encourage Small Group Leaders and parents to help youth fulfill Confirmation Expectations
  - Track students' weekly attendance and make check-in phone calls when expectations are not met
  - Send weekly/monthly email to small group leaders
  - Correspond with Small Group Leaders and parents through mail, email, phone and other technological avenues as necessary
4. Other Duties
  - Joyfully share the love of Jesus Christ through ownership. This is played out through Administration and Youth Programming.
  - Be a Christian role model in attitude, speech and actions towards others and enforce policies for safety and well-being
  - Contributing to a church wide atmosphere of hospitality
  - Other duties as assigned

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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.