

JOB DESCRIPTION

DIRECTOR OF JUNIOR HIGH STUDENT MINISTRIES
WOODMONT CHRISTIAN CHURCH

Woodmont Christian Church is a quickly growing, Disciples of Christ congregation in the heart of Nashville, TN! The church has strong, positive standing in the community and is recognized widely for its mission and ministry scope.

The church's children's ministry has over 500 children, nursery to 5th grade registered for Sunday School. The Junior High ministry has grown quickly as our children's ministry has grown. On Sunday mornings, our Junior High worship service will have 50-75 6th – 8th graders participating. We believe this number can grow even more, significantly impacting youth in the Nashville area for Christ!

Woodmont is looking for someone to fill the role of Director of Junior High Student Ministries who possesses **STRONG** organizational and administrative skills, **RELATES** well to students and parents, and is **PASSIONATE** about growing young disciples toward becoming mature, faith-filled adults.

The position of Director of Junior High Student Ministries is a **FULL-TIME** (40hr/wk) position and reports directly to the Executive Minister.

STUDENT ENGAGEMENT and DISCIPLESHIP

- Develop life-giving, discipleship relationships with students.
- Create regular compelling and fun experiences whereby students live out Woodmont's Mission to "grow Disciples by **SEEKING** GOD, **SHARING** LOVE, and **SERVING** OTHERS."
- Work with Director of Senior High Student Ministry to plan weekly youth gatherings and common trips, retreats, and other activities.
- Work with Director of Senior High Student Ministry and Youth Music Director to coordinate points of contact with Youth Music Ministry.
- Plan and be responsible for Sunday morning Junior High Sunday School Experiences.
- Regularly Engage and be knowledgeable on "status-in-life" of all students and families who fall within ministry parameters (6th through 8th grade).
- Identify and develop student-leaders. Develop, where useful, and where it fits with your ministry's faith-development goals, a "Leadership Team" that helps in planning, promoting, and leading student ministry gatherings.
- Work with the Children's Minister and Staff to create experiences that facilitate transition of students from 5th grade (Children's Ministry) to 6th grade (Youth Group)
- Recruit, develop, and train volunteer/intern team to assist you in all the above.



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COMMUNICATION AND ADMINISTRATION

- Create consistent, high-quality, engaging on-time communications with
 - Students
 - Parents
 - Interns and Volunteers
 - Staff
 - Congregation
- Maintain up-to-date contact database/ mailing list (working with Communications Director and Administrative secretary) of all junior high students and families.
- Coordinate with Youth Team (Youth Music Director, Senior High Student Ministry Director and Executive Pastor) an annual church Youth Ministry Calendar to be made available to congregation by August 1 of each year.
- Arrange **background checks** with the for all adults who are closely involved in ministry where there is regular and personal contact with students.

MEETINGS

- Meet weekly with Executive Minister, Director of Senior High Student Ministry. (TBD)
- Meet weekly with WCC Staff (10am Wednesday Mornings)
- Lead in worship when assigned by the Senior Minister (coordinated with Student Ministry schedule on Sunday mornings)

PERSONAL DEVELOPMENT and CONDUCT

- Attend conference or training event of your choice (which Woodmont will pay for conference plus travel) which you believe increases your ability to minister to your students and families and volunteers.
- Maintain “safe sanctuary” practices with students, parents, and interns/volunteers.

COMPENSATION PACKAGE

Woodmont is open to discuss the compensation package with candidates based on their education and experience in ministry. The Total Package now (Salary, Insurance, Pension and Expense Allowance) is in the range of \$75,000.

We believe a Job description both informs and protects. It sets reasonable boundaries around what is and is not expected of a ministry role at Woodmont Christian Church. It provides measurable expectations of performance of job performance. Woodmont staff are reviewed twice a year by their supervisor – in December and in June.

This job description is subject to change based on the ministry needs and vision of Woodmont Christian Church