



Elmbrook Church Position Description

Middle School Director

Job Summary:

The Middle School Director is a key leadership role in the Ministry department with primary responsibility for implementing Elmbrook Church's vision and priorities to ensure student discipleship opportunities are available to every Middle School student at Elmbrook. This role works in collaboration with other Student and Ministry Directors under the direction of the Pastor of Ministries to facilitate cohesive coordination and implementation of ideas, planning, programming and decisions.

Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Elmbrook Church who supports and endorses the statement of faith, vision and core values
- Think strategically and futuristic
- Recruit, train and care for adult leaders
- Relate to students and communicate well with them
- Plan for intentionally disciple students
- Relate to and communicate with parents
- Desire to build positive and healthy relationships with other staff

General Responsibilities:

- Put into action a student life environment where they can be rooted in Jesus and released to his mission
- Develop spiritual pathways in conjunction with the elementary and High School ministries.
- Facilitate weekly intentional programming and teaching
- Plan and execute events that add to the discipleship and/or outreach of students.
- Build a team of volunteer leaders to minister to middle school students and execute different elements of the ministry.
- Build student leadership team and pipeline
- Develop ministry to parents
- Reproduce your role in the lives of other key leaders

Employment Information:

This position is full time, classified as salaried and exempt
45 hours/week
Salary – dependent on experience, skills & education

Benefit Package:

This position is eligible for all benefits associated with full-time employment, including medical, dental, vision and life insurance. Refer to the Staff Handbook and information provided by Elmbrook's insurance vendors for specific details.

Paid Time Off (PTO) – Full time employees are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee's first anniversary, Elmbrook will match up to 5%.

Holidays – Full time employees are eligible for holiday pay. There are 10 holidays recognized by Elmbrook Church as paid holidays; refer to the Staff Handbook for specific details.

Reports to:

Student Ministries Director