

# Job Description

## Title: Middle School Pastor/Director

(Revised 03/07/2022)

### I. Purpose and Philosophy of Ministry:

*The Purpose of Camarillo Community Church is to build an ever-expanding community of fully devoted followers of Christ.*

The purpose of this position is to facilitate that objective through the development of youth orientated programming: a) provide a consistent spiritual and participative programming experience; b) produce creative outreach events; c) support the theme and focus of the pastor's message whenever possible.

Our philosophy of ministry holds that Sunday morning services, along with their Sunday morning support ministries, are key to achieving our purpose as a church.

Accordingly, the **Middle School Pastor** must treat Sunday morning services as extremely important, dedicating sufficient prayer, planning, preparation, and quality execution to make the Sunday morning experience a spiritual encounter with God. This encounter should not only draw attendees back week after week, bringing their friends, but also move them to become more like Christ.

### II. Reporting Relationships:

**A. Supervisor:** This position reports directly to the Youth Pastor (Zack Lawler).

**B. Primary Customer:** The primary customers of this position are the Lead Pastor and the youth of this congregation.

### III. Specific Responsibilities (40+ hours a week)

#### A. Sunday Morning Program:

1. To develop a yearly plan for the Middle school ministry of our church and community structured around evangelistic outreach, discipleship, worship, the fellowship of believers and encouraging students to volunteer in ministry.
2. To set appropriate goals to support the overall annual church objectives.
3. To oversee the selection of all materials and ensure the purity of biblical teaching in all youth areas of oversight.
4. Track statistics including evangelism, baptism and attendance data.
5. Seek to involve as many quality volunteers as possible in assisting and supporting the youth programming.
6. Assure that each youth worker has completed a background check in compliance with our policy.

#### B. Mid-Week Program:

1. To develop a yearly plan for the Middle school mid-week program. This program

will achieve specific biblical purposes of the church.

### **C. Supervision:**

1. To oversee and supervise all positions that have been created under this ministry, such as any volunteer ministry leaders.
2. To assure that these positions have job descriptions as well as regular job reviews.

### **D. Team Building:**

1. **Leadership:** Establish and maintain volunteer leadership teams in each of the key areas to ensure continuity in spite of absence and normal volunteer turnover.

### **E. Special Events:**

1. Produce special events during the year. These events are to be for an evangelistic, and momentum building purpose.
2. Historically this department has scheduled such events as: Summer Camps, Overnighter's, Winter events, and Nurf Wars.

### **F. Budgeting and Planning:**

1. Prepare measurable objectives for all areas under your supervision so as to accomplish the responsibilities outlined in the position description within approved budgets, policies and procedures established by the Board of Elders and Executive Pastor.

### **G. Teaching**

1. Teach on student campuses when afforded the opportunity.

### **H. Shepherding:**

1. Appropriately provide pastoral care and shepherding of those involved in the youth ministry to encourage ongoing spiritual growth and spiritual maturity of volunteers.
2. Lead an intentional discipleship group.

**Note:** *Regarding pastoral counseling, it is important to distinguish between spiritual counseling and psychological counseling. Camarillo Community Church staff may and do provide spiritual counseling. They do not provide psychological counseling. Where the need for psychological counseling is indicated, the counselee must be referred to outside, qualified professionals.*

## **IV. General Staff Responsibilities:**

### **A. Theological Position:**

1. Accept the Camarillo Community Church Statement of Faith without exception or mental reservation (in writing).

## **B. Personal Growth and Discipline:**

1. Maintain a daily quiet time - time to be alone with God (Ps. 5:3). Study and meditate on God's Word daily (Josh. 1:8). Pray without ceasing (1 Thes. 5:17).
2. Live a disciplined Spirit-filled life (Eph. 5:15-18).
3. Maintain a weekly accountability relationship with another mature believer (James 5:16).
4. Support the work of our Church financially, with at least a tithe of your income.
5. If married, maintain a healthy marriage and biblically congruent relationship.

## **C. Spiritual Leadership**

1. Develop your leadership skills and increase your effectiveness for Christ. (Phil. 3:12).
2. Set a good example in sharing the "good news" of Christ with others (Matt. 4:19).
3. Disciple others as modeled by Christ. (Matt. 28:19).
4. Practice both private and public worship. (Ps. 29:2).

## **D. Other General Staff Responsibilities**

1. Encourage and assist our Church in building an ever-expanding community of fully devoted followers of Christ.
2. Minister lovingly, courteously and conscientiously among our church staff, membership and community.
3. Respond humbly and positively to constructive criticism from your supervisor, customers, colleagues and volunteers.
4. Be faithful in weekend worship attendance and in appropriate support, encouragement, and attendance of all church activities and ministries (if married, this includes your family.)
5. Attend the regular Staff and other assigned meetings.
6. Attend all Staff retreats.
7. Model and encourage biblical response to leadership (Heb. 13:17).
8. Give your unqualified support to the decisions of the church Board of Elders and leadership even if your personal opinions differ.
9. Be quick to quiet bitterness, bickering and critical spirits (Eph. 4:31-32).
10. Teach and model biblical principles of discipline and conflict resolution (Matt. 18:15, Matt. 7:5, 1 Tim. 5:19).
11. Promote unity, harmony, and love within the fellowship of the church (Eph. 4:3).
12. Submit reports, articles, and other assignments on time.
13. Such other duties as assigned.

## **V. Qualifications:**

### **A. Required**

1. Mature “Born-again” Christian.
2. Excellent interpersonal and team-building skills.

### **B. Preferred**

1. Experience as the youth minister or director in a growing church.
2. Bachelor’s degree. (Or close to completing degree)
3. Musical gifting such as worship leading.

## **VI. Standard of Performance:**

This position is subject to an applicable Standard of Performance, which is the subject of separate correspondence.

## **Acceptance:**

I accept the provisions and requirements of this Position Description:

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Staff signature

Date