

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**PASTOR OF MIDDLE SCHOOL MINISTRIES
SALEM ALLIANCE CHURCH**

Department: Student Ministries
Supervisor: Associate Pastor (Children & Youth)
Supervises: Interns
Volunteers: Recruits, Places, Develops, Encourages
Exempt Status: Exempt
License Requirement: Yes, or within three years of hire date

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church, in partnership with the Student Ministry Team and under general supervision of an Associate Pastor, the Pastor of Middle School Ministries provides spiritual and program leadership and equips others to minister to youth and their families.

DISTINGUISHING FEATURES OF POSITION: The Pastor of Middle School ministries is supervised by an Associate Pastor and works in partnership with the Student Ministries Team. The Pastor of Middle School ministries is distinguished from the higher classification of Associate Pastor of Children & Youth in that it has primary responsibility overseeing an entire department of the church. The Pastor of Middle School Ministries is distinguished from the lower classification of Ministry Assistant that provides ministry support, but does not routinely teach, create original curriculum or shepherd students and small groups.

CORE JOB FUNCTIONS: An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Leadership

- Serve as lead champion of their ministry area by modeling, promoting and teaching regarding the importance of following Jesus in every aspect of our lives
- Provide strategic, visionary leadership to their ministry area
- Effectively represents ministry area at the Pastoral level, able to think and lead from a global church perspective
- Plan, organize, direct and supervise the work of assigned personnel and volunteers; provide training, mentor, encourage and challenge them in their spiritual walk and ministry calling
- Effectively tend to his/her soul and actively pursue personal spiritual growth and development through spiritual disciplines (e.g. prayer, Bible reading/study, soul care, spiritual relationships, church attendance)

2. Teaching

- Develop, organize, assess and oversee curriculum within Middle School Ministries
- Preach and Teach on a regular basis
- Develop creative training models for teachers that provides the scope and sequence of biblical training
- Create and maintain a preaching calendar; arrange for substitutes, guest speakers

3. Volunteer Management
 - Develop, organize and oversee volunteer teams associated with ministry area (Crash huddle groups, CMT, retreats...)
 - Develop, organize and work with parent teams to adequately staff events (leader mtg. meals, CMT meals, event team)
 - Recruit, train and maintain a full volunteer team within Middle School Ministries.
 - Develop ongoing strategy for leadership development (6th, 7th, 8th grade and beyond)
4. Community Outreach
 - Create and maintain a strategy for student involvement in community and global service
 - Coordinate event planning including: outreach/special events, retreats, missions experiences, weekend ministries, small groups and service projects
 - Partner with other ministries to maximize evangelistic impact
5. Pastoral Care/Support
 - Provide pastoral care to youth and parents
 - Maintain a high level of confidentiality for anyone that is coming for care and support
 - Share in overall pastoral responsibilities of the church

ESSENTIAL JOB FUNCTIONS: An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Assist in developing and implementing the annual Middle School ministry budget
3. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Work collaboratively with other staff members and departments
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required

MINIMUM POSITION REQUIREMENTS: Four-year degree from college or university with course work related to position; a minimum of two years in a full-time position working with youth and families, preferably in a teaching and ministry capacity; knowledge of Salem Alliance or Christian and Missionary Alliance; licensed by Christian and Missionary Alliance or ability to become licensed within three years of date of hire; or the equivalent education and experience that provide the specialized abilities, knowledge and requirements listed below.

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.

5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in an office setting and to use office equipment, including a computer, and to attend meetings and events at various sites within and away from the church; strength to lift and carry materials weighing up to 20 pounds; arrange furniture and equipment for meetings and events; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must have the physical stamina to participate in activities with physically active youth and to work flexible hours.

The Pastor of Middle School Ministries must be mentally alert; possess stamina to maintain flexible work hours, including holidays (occasionally), evening meetings (weekly), weekend services (most weekends), and all-night events (two or three times annually); ability to maintain concentration in spite of frequent interruptions; to coordinate and cooperate with many staff, numbers of parents and volunteers; to speak and teach before large and small groups and to provide pastoral support for youth and families in difficult situations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works inside and is required to use office equipment. Several times each week, this employee works in the youth center. The employee may several times each week drive to attend meetings and trainings, to attend school events, to visit school campuses, to transport youth and to make hospital visits. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. There is not an elevator to all of the offices or to some classrooms.