

Fellowship Bible Church Dallas
Position Description

Position Title: Junior High Coordinator

Terms: FS=Fellowship Student Ministry; JH=Junior High Ministry; HS=High School Ministry; SMP=Student Ministry Pastor

General Description: This position provides leadership to the church body and the junior high ministry in the process of calling each other to live out our God-given purpose in Christ every day!

Position Directly Reports To:

- Student Ministry Pastor who reports to the Senior Associate Pastor.

Student Ministry:

Leadership:

- Coordinates JH programming which integrates students into the church process (Worship Gatherings, Community Groups, Service Teams and Training Experiences).
- Engages in the process of making disciples among students for the sake of impacting the students' domain.
- Evaluates, assesses and implements necessary change within JH in cooperation with the SMP.
- Helps develop lesson plans and teaching strategy for regular JH ministry gatherings.
- Works with the SMP and FS team to help lead parents and leverage their influence.
- Strategically delegates tasks and ministry responsibilities to students, volunteer leaders for their growth

Communication:

- Responsible for clearly communicating program plans in a timely manner to constituents.
- Responsible for communicating needs, clarifying questions and ministry concerns to the SMP.
- Responsible for maintaining regular communication with JH leaders, parents and students.
- Exhibits effectiveness in teaching God's Word with relevance to students in small and large group settings.
- Participate in weekly FS Leadership Team meeting.
- Attend all-staff meeting when possible (church-wide all staff).

Budget:

- Accountable to spend within budget allotted for JH ministry.
- Substantiate purchases through submission of coded receipts and description of purchase.
- Use tax-exempt status on all purchases unless unreasonable to do so.
- Presents recommendations for annual JH budget changes to the SMP.

Volunteer Leader Development / Retention / Appreciation:

- Helps recruit, orient and place new volunteer candidates.
- Participate and help lead interval volunteer training experiences.
- Builds and inspires discipleship relationships among students and volunteer leaders
- Evaluates the quality of 'community' within each Life Group and works to improve it as needed.
- Initiates appreciation for volunteer leaders.

Benefits:

- Development of ministry skill and experience.
- Growth from challenge to help students progress spiritually and socially.
- Camaraderie with church partners and youth staff team.
- Mentorship and guidance from church leadership.
- Reference point for future employment in ministry.
- Opportunity to see God work in and through you.