



## Associate Pastor of Junior High Small Groups - Boys

**Position Scope:** Part-time; 24 hours per week including special events as needed; Sunday-Wednesday hours

**Position Status:** Exempt

**Reports to:** Pastor of Junior High Students

**Department:** Eastview Students

### Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

### Ministry Responsibilities

The Associate Pastor of Junior High Small Groups serves as a spiritual leader and overseer for the discipleship of junior high students through small groups.

### Essential Duties

<u>Description</u>	<u>% of Time</u>
<p><u>Ministry Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Oversee Wednesday night small group program</li> <li>• Collaboratively plan and write curriculum</li> <li>• Effectively form groups that will help students in their spiritual formation</li> <li>• Collaboratively design and develop tools for students' daily spiritual formation</li> <li>• Execute an intentional system of care and growth for students via small group discipleship – taking special consideration for newly connected students and students with special needs</li> <li>• Disciple leaders, students, and families as appropriate</li> <li>• Attend and assist in leading Junior High ministry trips and events</li> <li>• Attend and assist in leading Junior High ministry Sunday morning services</li> <li>• Monitor and encourage student progress towards daily formation goals</li> </ul>	40
<p><u>Leadership Development</u></p> <ul style="list-style-type: none"> <li>• Engage, empower, and equip a team of grade-level ministry partners and coaches who will assist in discipling Small Group leaders and students</li> <li>• Engage, empower, and equip boys' Small Group leaders with assistance from grade-level ministry partners and coaches</li> <li>• Recruit and support adult volunteers for trips and events</li> </ul>	50

<u><i>Vision and Strategic Development</i></u>	10
<ul style="list-style-type: none"> <li>• Cast and carry the vision of Junior High Small Group ministry</li> <li>• Partner with Student Ministry Pastor to develop overall strategic plan for ministry year</li> </ul>	
<u><i>Miscellaneous</i></u>	
<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>	

**Required Core Competencies**

- *Functional/Technical Skills* – knowledge and skills to do job at high level of accomplishment
- *Time Management* – Values time, uses effectively, concentrates efforts on important priorities
- *Action-Oriented* – Enjoys working hard, full of energy for challenges, seizes opportunities
- *Conflict Management* – steps up to conflicts, reads situations quickly, good at focused listening
- *Emotional Intelligence* – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport
- *Motivating Others* – creates climate in which people want to do their best, gets the best out of people

**Required Qualifications**

Experience

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products
- Demonstrated and relevant experience with youth, family, or small group ministry
- Demonstrated ability to coach, teach, and train volunteers
- Excellent interpersonal, verbal, and written communication skills
- Strong team player

Education

- High school diploma or equivalent

**Preferred Qualifications**

Education

- Bachelor’s degree in a related field or equivalent experience

**Physical Demands**

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	N

Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

**F (Frequently)** occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

**C (Constantly)** occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Work Environment

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

### Signatures

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_