

## **INTERIM DIRECTOR OF MIDDLE SCHOOL MINISTRY**

Responsible for providing professional administrative support for the Director of Student Ministry until a Director of Middle School Ministry is hired.

<b>Ministry Area/Department</b>	Student Ministry
<b>Position</b>	Interim Director of Middle School Ministry
<b>Accountable To</b>	Director of Student Ministry
<b>Ministry Target</b>	Student Ministry families
<b>Position Is</b>	Paid staff
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Experience in secretarial and administrative tasks • Computer literate and ACS database knowledge desirable• Good organizational skills • Detail oriented • Pleasant phone manner• Familiarity with Student Ministry events desirable
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Professional • Neat
<b>Passion For</b>	Providing administrative support to student ministry staff and managing an organized and efficient office
<b>Length of Service Commitment</b>	Interim position until hiring of Director of Middle School Ministry

### **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings:** CrossRoads weekly ministry, staff meeting (12 p.m. – 2 p.m., Tuesdays) and occasional evening meetings; assist with middle school Sunday School admin

### **RESPONSIBILITIES/DUTIES**

1. Organize volunteer staff for CrossRoads and Middle School Sunday School
2. Assist volunteers with registration for trips/programs including deposit records, etc.
3. Handle correspondence needs including letters, labels, mailings, etc.
4. Prepare fliers and forms for events.
5. Research and compile event options (using internet, phone calls, etc.).
6. Compose bulletin and oral announcements for student ministry events.
7. Maintain student ministry database; generate reports as needed.
8. Receive and respond to phone calls as needed.
9. Other duties as assigned.