

# Middle School/Club 56 Director



Part-Time Position (~25 hours/week)

## Church Overview

New City is a healthy, growing church in the Presbyterian Church of America of about 600 adults and 275 children in Cincinnati committed to connecting people to God, to community, and to mission. We want to ensure all we do is faithful to the kingdom of God and in line with our [mission, vision, and values](#). We desire to be a faithful and fruitful church doing the right things in the right proportion at the right time, focusing on the means of grace: worship, baptism, the Lord's Supper, Scripture read and taught and preached, prayer, community, celebration, mission/service, and so on.

## Position Overview

Our group of 5th and 6th graders at New City are “tweens”, stuck in the middle: “too big for kids’ ministry” and not yet in the student ministry. Along with our 7th and 8th graders, these 4 grades of kids are in a period of significant transition. Our Middle School/Club 56 Director is responsible for shepherding these kids through these years alongside our NCK staff and youth pastor.

**Club 56** is our ministry to our 5th and 6th graders, meeting weekly on Sunday mornings and quarterly for socials. Our director works to plan and execute those Sunday mornings and quarterly socials: helping kids encounter Jesus, helping them make their faith their own, and helping the kids build godly friendships with one another. Builds and equips a team of volunteers.

**Assist Youth Pastor with Middle School & Administration:** Works with the youth pastor to plan and execute weekly meetings (i.e. Large Group, Summer Bible Studies, etc.), socials and retreats, and other student ministry programming. Assists the youth pastor with administration and communication to parents, helps with equipping volunteers. Emphasis on developing community and navigating transitions through grades 5-8.

## Qualifications/Competencies

- Must be a **committed and growing Christian**.
- **Collaborative:** willing and able to work closely and well with the staff team.
- **Related experience** and/or training preferred
- **Self starter/takes initiative:** doesn't wait to be told what to do but rather is willing and able to identify what needs to be done and takes the initiative to act. Willing to experiment. Willing to ask questions and seek input from the youth pastor, executive pastor, lead pastor, etc.
- **Relational:** loves people and is willing to both pray for others intentionally as well as reach out and develop godly friendships with students, volunteer staff, and students.
- **Equips others:** focused on the task of equipping others to do the work of ministry (Eph. 4.12), recruiting volunteer staff, equipping and encouraging them.



# Responsibilities (Expanded)

## Club 56

- Coordinate Sunday morning Club 56; teaching regularly but also developing and equipping a team of volunteer staff.
- Assist with Kids' Church planning and execution (i.e. lead large group, provide ideas and feedback re: liturgical elements and songs, etc.).
- Plan and execute quarterly socials/events for our 5th & 6th graders (i.e. pool party, Urban Air, etc.).
- Manage and develop the Club 56 room.
- Develop relationships and community with and among 5th & 6th grade students and families.

## Assist Youth Pastor with Middle School & Administration:

- Weekly Wednesday night youth/large group (i.e. keynote presentations, snacks, games, etc.).
- Planning and executing retreats, camps, and mission trips.
- Socials/special events, including planning and maintenance of student ministry calendar.
- Communication and administration with students and parents.
- Emphasis on jr high students, developing community and navigating transitions through grades 5-8 (ex. 5th grade Bible presentation, new student welcome, promotion Sundae, etc.).
- Regularly reach out to and meet with 7th & 8th grade students for apprenticeship and encouragement.

## Other:

- In coordination with the staff team, help follow up with new families.
- Stay current on the "flock", those families at New City with kids; keeping up to date lists in Planning Center People.
- Participate in weekly staff meeting (~1.5 hr/week), weekly NCK team meeting, and other meetings as necessary.
- Participate in worship weekly @ New City.
- Pitch in to help plan and execute at least one annual church wide event/party/celebration (i.e. Pig Out, Ice Cream Social etc.)
- Be familiar with and follow direction from the Staff Handbook.
- Any other ad hoc tasks as required.

