



SKYLINE
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Helping people find and follow
Jesus seven days a week.

Position: Middle School Ministry Coordinator (Part-Time)

Location: La Mesa, CA

Attendance: 4,000

THE ROLE

The primary function of the Middle School Ministry Coordinator is to provide support to the Middle School Pastor. The Middle School Ministry Coordinator assists the Middle School Pastor in providing leadership for Skyline Church's ministry to Middle School students (grades 6 through 8) and their families partnering with parents to build disciples of the next generation. The Middle School Ministry Coordinator will commit to creating an exciting, fun, challenging and growing ministry that engages all students.

The position is part-time (not to exceed 25 hours a week and reports to the Middle School Pastor. The Middle School Ministry Coordinator must be available on Friday nights and Sunday mornings.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

The Middle School Ministry Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Middle School Ministry Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Middle School Ministry Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

2. General Responsibilities

- Work directly with the Finance department for all purchase orders including ordering supplies, catering, and invoice payments for the Middle School Team.
- Maintain supplies needed for Middle School Ministry.



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- Process and follow up with potential volunteers for Middle School.
- Schedule and maintain all calendars for department including room needs reservations etc.
- Collect and report all numbers and decisions for department.
- Assist with programming for events and mid-week gatherings.

EXPECTATIONS:

- To have a strong and growing relationship with Jesus Christ.
- To exhibit loyalty to Skyline Church, its leadership and purpose.
- To express commitment to the mission, goals, and team values of Skyline Church.
- To continually develop skills necessary for successful completion of position responsibilities.

POSITION QUALIFICATIONS:

- Ability to multitask.
- Ability to communicate effectively both in writing and verbally, with staff and other ministry departments.
- Ability to complete tasks in a timely manner, meet deadlines.
- Ability to learn computer programs necessary to completion of responsibilities.
- Possess a strong desire to get people connected through serving.

DESIRED QUALITIES:

- Strong administration skills
- Servant attitude
- Enthusiasm
- Flexibility
- Dependable
- Team player
- Strong communication skills
- Commitment to excellence
- Self-starter

TO APPLY

Please submit resumes to Heidi Hensley via email: hhensley@skylinechurch.org

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