

# MIDDLE SCHOOL COORDINATOR

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## Overview:

Eastbrook Church believes that the middle school years (5th – 8th grades) are a critical bridge from childhood to adolescence. We desire to offer ministry to middle school students and their families that acknowledges their growth and capabilities beyond the childhood basics that they have learned, and offers them ever-increasing depth of study, service, and community. This ministry should include teaching that is differentiated, based on the developmental differences of incoming 5th graders and outgoing 8th graders, and yet promotes common ground in worship, fellowship, and service opportunities.

The Middle School Coordinator is responsible for all aspects of developing a volunteer team, curriculum, parent communication and relationship-building, and teamwork among the NextGen staff team. They will collaborate with elementary-grade coordinators as well as the High School Pastor to ensure a cohesive transition for students as they grown through each developmental stage of NextGen ministry.

## Employment Information:

This position is full-time and classified as salaried, exempt; 40-45 hours/week. Maintain regular, though flexible, office hours as well as availability for weekends and evenings. Salary is dependent on experience, skills, and education.

## Reports to:

Director, Student Ministry

## General Responsibilities

### Recruiting and Developing a Teaching Team

- Recruit, train, and lead a volunteer team (teachers, small group leaders, etc.) in the operation of Middle School Ministry
- Lead new volunteers through the onboarding process by interviewing, checking references, ensuring their attendance for Child Protection Training and department training
- Train the volunteer team through meetings, regular communication, observation and one-on-one coaching as needed for issues of classroom management, safety and security procedures, spiritual development of middle school ministry.
- Nurture volunteers' spiritual lives by regular communication and encouragement

### Maintaining a Nurturing Environment

- Implement age-appropriate, theologically sound curriculum for Sunday mornings and Wednesday evenings. This includes a special unit on the Believe FaithMarker for 6th grade students.
- Maintain classroom supplies
- Communicate building/room needs with EBA staff and other Eastbrook NextGen team members

### Building Relationships with Parents

- Communicate regularly with parents through email, calls, church-wide announcements
- Welcome and greet new parents
- Encourage parental involvement in special events and retreats
- Respond to individual parents' needs concerning their child

### Summer Camps and Other Activities

- Lead VBS Crew, through recruiting, training, and leading middle school students
- Along with VBS Coordinators, Lead Crew members through devotions, training, and specific VBS tasks
- Collaborate with Camp Director on the inclusion of camps for Middle School Students
- Work with Director, Student Ministries in planning and implementing retreats, trips, and other events

### Teamwork

- Maintain healthy collaborations with the whole NextGen team
- Attend and support key NextGen and all-church events (e.g., Advent Night, Summer Camp, Baptisms, Leader Launch, etc.)
- Assist in the development of an annual budget for Middle School (as part of overall Student Ministry budget), manage ministry spending accordingly.

## Qualities and Qualifications:

- Must demonstrate a mature, vibrant and growing relationship with Jesus Christ
- Must be an active member or attendee of Eastbrook Church. Must support Eastbrook Church's Statement of Faith, Mission, Vision Objectives, and Code of Ethics.
- Must possess at least two years of experience in working with middle school students (staff or volunteer positions)
- Must possess a minimum of bachelor's degree in education or youth ministry
- Must have strong leadership, organizational, communication and teaching skills. Must be creative in event planning and curriculum adaptation.
- Must be skilled in classroom management.
- Must possess working knowledge of Microsoft Word. Experience using Microsoft Teams, Excel, PowerPoint, Zoom, and social media platforms is beneficial.

## Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

## Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

### 1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"* (Revelation 7:9-10)

### 2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'"* (Matthew 28:18-20)

### 3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."* (Acts 1:8)

### 4. Multiplying Leaders

We are aiming to make leadership growth a priority.

*"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others."* (2 Timothy 2:2)

### 5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."* (Ephesians 4:11-13)

## Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, [lduenas@eastbrook.org](mailto:lduenas@eastbrook.org).