



Director of 5th & 6th Grades and Jr High Position Description

40 hours/week
Exempt / Salaried Position

Local Context: Davis, California is a town 15 miles from Sacramento that is known for its strong university presence (University of California), cycling community, parks, Farmer's Market, local agriculture industry, and independent streak. University Covenant Church was founded in 1966 and is a member of the Evangelical Covenant Church. UCC currently has three Sunday services with a total average attendance of 800-850. Our vision is "That all people would know Jesus." We are seeking to do this by Making Disciples, Multiplying Leaders, and Unleashing Compassion.

Purpose: To provide a bridge between Elementary and Youth ministries at UCC, by **assisting the Pastor of Student Ministries and Children's Ministry Director in providing support for ministries to 5th through 9th graders.** This is done through relationship building with students and leaders, training and mentoring volunteers, executing vision, and leading programs.

Reports to: Pastor of Student Ministries

Key Areas of Ministry Responsibility

1. **Develop, implement and oversee 5th & 6th Grade Sunday Morning Programs** - 12 hours per week
 - a. Lead half of all Sunday morning programs for 5th & 6th graders
 - b. Recruit, train, and supervise volunteer leaders, including a Sunday morning leadership team for half of all Sundays
 - c. Develop and implement age-appropriate curriculum
 - d. Communicate effectively with staff, leaders, volunteers, and parents
 - e. Partner with parents to equip them to be effective spiritual influences in their kids' lives
2. **Develop, implement and oversee 5th & 6th Grade Youth Group (Glacier)** - 7 hours per week
 - a. Participate in on-site leadership of all 5th & 6th grade youth group programs and events
 - b. Recruit, train, and supervise volunteer leaders
 - c. Develop and implement age-appropriate curriculum
 - d. Communicate effectively with staff, leaders, volunteers, and parents
 - e. Partner with parents to equip them to be effective spiritual influences in their kids' lives
3. **Leadership development in Jr. High ministry (Edge)** - 7 hours per week
 - a. Assist Student Ministries Pastor in recruiting, training, and encouraging volunteer team
 - b. Oversee volunteer programs as needed
 - c. Meet weekly with Student Ministries Pastor and with Children & Youth team
 - d. Meet regularly with the Executive Director of Children & Youth
 - e. Develop and lead the Breakaway leadership program for youth volunteers

4. **Execute Jr. High ministry programs** - 12 hours per week
 - a. Assist with Sunday Morning program for junior high students, this includes leading half of all Sundays.
 - b. Provide leadership and pastoral presence for junior high ministries
 - c. Manage administrative duties related to coordinating events, communication, and weekly programs
 - d. Assist in development of curriculum for weekly programs
 - e. Be part of preaching and teaching team for youth groups, Sunday Mornings, and high school Confirmation classes
 - f. Participate in the on-site leadership for Jr. High ministry camps and retreats

5. **Participate in, and assist in leading, church-wide initiatives and programs** - 2 hours a week
 - a. Examples: Christmas Eve, Easter, Breakaway, All-Church Retreats, etc.

Core Competencies and Qualifications

- Spiritual leadership
- Strong skills in strategic planning, vision, and systems thinking
- Leadership multiplication skills
- Strong interpersonal skills with youth and adults of all ages
- Collaborative and skilled at working on teams
- Strong organizational skills
- Available for flexible schedule that regularly includes evening and weekend hours
- Familiar with the needs, desires, and developmental stages of youth
- Must exhibit good judgement when faced with decisions regarding safety and propriety
- Valid California Driver's License
- Willing to complete background check with the Justice Department
- Computer Skills
- A professional work ethic – organized, committed, proactive, energetic and dependable with administrative skills and good time management

Expectations of all UCC Ministry Directors

- Strong knowledge of and love for the Lord
- Agreement with the vision, mission, and values of University Covenant Church and the Evangelical Covenant Church
- Work cooperatively with other team members to support the whole ministry of the church
- Ability to manage a medium amount of stress
- Oversee and support volunteers to support ministry work
- Punctual and dependable attendance
- Ability to manage a medium amount of stress
- Staff adjust their normal work hours (with prior supervisor approval) when extended time is needed for ministry events.