



Position Description

POSITION TITLE: DIRECTOR OF MIDDLE SCHOOL MINISTRY

Department: Family Ministries

Date: January 2026

Employment Status:

Regular ☒ ☐ Exempt
Temporary ☐ ☐ Non-Exempt
Full-Time ☒
Part-Time ☐ Hours per week: 40 hrs
Intern/Co-op ☐

Supervisor's Name/Title: Rev. Dr. Sheri Perenon, Pastor to Family Ministries

POSITION SUMMARY:

The Director of Middle School Ministry leads and develops all aspects of the ministry (6th–8th grade) at La Jolla Presbyterian Church, creating opportunities for students and volunteers to grow as disciples of Jesus Christ. This role provides vision, leadership, and direction through teaching, curriculum development, volunteer training, and planning programs, events, and trips that align with LJPC's mission.

REQUIREMENTS (Non-negotiable qualifications needed to be considered for the role):

- A devoted follower of Jesus Christ with the ability to lead and equip others in their faith.
- Bachelor's degree
- 3 or more years of leading, managing a fully developed youth ministry.
- Demonstrated ability to teach Scripture with clarity and creativity, helping middle school students understand and apply biblical truths to their everyday lives.
- Mature Christian faith and servant-hearted leadership with integrity, humility, and a clear calling to disciple middle school students.

QUALIFICATIONS (Preferred attributes that enhance effectiveness):

- Proven youth ministry experience in mid-to-large congregations, including teaching biblical principles, recruiting and leading volunteers, and engaging students in age-appropriate ways.
- Strong communication and relational skills with students, parents/guardians, staff, and volunteers, both verbally and in writing.

- Organizational and delegation expertise, including planning events, trips, retreats, and managing multiple projects with attention to detail.
- Creative and strategic thinker, able to develop and adapt curriculum, implement ministry vision, and see both the big picture and detailed needs of the program.
- Technologically proficient with office software, social media, and tools for communication, engagement, and ministry management.

RESPONSIBILITIES (What is expected):

All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.

- Meet with Family Ministry Team (FMT) to implement vision for ministry.
- Lead and oversee all aspects of the Middle School Ministry (6th–8th grade), providing vision, direction, and spiritual guidance.
- Plan, teach, and implement engaging curriculum and programs for Sunday mornings, midweek gatherings, retreats, camps, and trips.
- Connect with students outside of programmed ministry times through ministry opportunities.
- Recruit, train, and support volunteers, fostering a culture of teamwork, care, and discipleship.
- Partner with parents to equip them as the primary spiritual leaders of their children and communicate regularly about ministry opportunities and events.
- Manage ministry administration, including budgets, calendars, and logistics.
- Collaborate with church staff and Family Ministries team to ensure alignment and integration across programs and the church's vision.
- Engage students in outreach, service, and community-building activities that reflect the mission of LJPC.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.

Employee Signature

Date

Supervisor Signature

Date