

# La Jolla Presbyterian Church

## Position Description

**POSITION Title:** MIDDLE SCHOOL DIRECTOR

**Department:** Family Ministries

**Date:** January 2026

**Employment Status:**

Regular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Exempt
Temporary	<input type="checkbox"/>	<input type="checkbox"/> Non-Exempt
Full-Time	<input checked="" type="checkbox"/>	
Part-Time	<input type="checkbox"/>	
Intern/Co-op	<input type="checkbox"/>	

Hours per week: 40 hrs

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

### A. POSTION SUMMARY:

Explain the basic purpose of the position and summarize the responsibilities:

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.

### B. DUTIES & RESPONSIBILITIES:

List the required responsibilities of the position, starting with those that are most important. Use brief sentences that begin with action verbs (e.g., conducts, operates, prepares, coordinates, etc.) Estimate the percentage of total annual work time spent on each responsibility listed. **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.**

#### Essential Functions/Responsibilities

Approximate  
% of Time

1. Strategize and meet regularly with Family Ministry Team (FMT) to implement vision for ministry
2. Lead and oversee all aspects of the Middle School Ministry (6th–8th grade), providing vision, direction, and spiritual guidance.
3. Plan, teach, and implement engaging curriculum and programs for Sunday mornings, midweek gatherings, retreats, camps, and trips
4. Connect with students outside of programmed ministry times through ministry opportunities.
5. Recruit, train, and support volunteers, fostering a culture of teamwork, care, and discipleship.

6. Partner with parents to equip them as the primary spiritual leaders of their children and communicate regularly about ministry opportunities and events
7. Communicates with parents in the ministry as needed
8. Be a team player with other FM staff members and in other events

**Marginal Functions/Responsibilities (those performed occasionally or in addition to essential functions)**

Approximate  
% of Time

1. Meets regularly with church staff to collaborate to ensure alignment and integration across programs and the church's vision
2. Engage students in outreach, service, and community-building activities that reflect the mission of LJPC.

**Reacts to changes in productivity, and performs other duties as assigned. Total = 100%**

Explain the type of supervision the incumbent will receive after the training/introductory period (e.g., receives close supervision related to specific work activities; routine duties are performed with minimal supervision; receives very general guidance--work is usually quite independent; subject only to very broad communication, etc.)

After introductory period, receives very general guidance--work is usually quite independent; subject only to very broad communication.

Explain any supervisory responsibility (e.g., selecting employees, assigning tasks and directing work, approving overtime and/or leave, evaluating performance, recommending salary increases, resolving employee complaints, taking corrective/disciplinary action, terminating an employee, etc.)

Selects volunteers & summer interns for Middle School program positions, assigning tasks and directing work, evaluating performance, resolving conflict, taking corrective action, terminating a staff/volunteer's assistance as needed.

Explain any access to confidential information?

While managing the budget, there will be access to confidential salary information. All confidential information received from staff and/or congregants must be kept confidential until release is obtained by the disclosing party.

Explain any fiscal responsibility (access to/handling of church/customer funds; budgeting responsibilities; approval privileges on purchase orders and check requests; reporting and auditing functions, etc.)

Manage ministry administration, including budgets, calendars, and logistics.

Explain if it is important that the incumbent of this position be able to communicate fluently in English?

Must speak and write English fluently.

Explain the extent of public contact (list individuals/organizations with whom the incumbent will have contact. Indicate type and frequency):

Expected to represent La Jolla Pres and it's vision to the youth, parents, congregation and church groups.

**C. Minimum QUALIFICATIONS needed to perform the postions:**

**Education/training**

(What is the minimum level of education/training necessary to prepare a person with the knowledge or skills to perform the essential functions of this position?):

Bachelor's degree required.

**Work experience**

(How many years, and what prior work experience is necessary to perform the essential functions of this position? At what level?):

3 or more years experience in leading, managing a fully developed youth ministry.

**Skills & abilities**

(What competencies/proficiencies, talents, knowledge--united with readiness and dexterity, etc. are needed):

Demonstrated ability to teach Scripture with clarity and creativity, helping middle school students understand and apply biblical truths to their everyday lives. Demonstrated ability to recruit, build and administer a youth program. Strong administrative and communication skills required.

**Other job related requirements** (i.e. Necessary licenses, certifications, etc.):

A mature Christian faith and servant-hearted leadership with integrity, humility, and a clear calling to disciple middle school students.

**Preferred qualifications**

(describe any additional education, work experience, skills/abilities, etc. which are desirable in addition to minimum qualifications):

- 1) 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.
- 2) Organizational and delegation expertise, including planning events, trips, retreats, and managing multiple projects with attention to detail.
- 3) 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.

**Pressure of work** (What pace, volume of work, distractions, etc. are encountered on the job?):

Often fast pace work environment, ability to troubleshoot problems during events without direct supervision.

**Machines/Equipment/Tools/Software**

(List machines, equipment, tools, and specific computer software used regularly in the work of this position. Indicate the frequency with which each is used):

Technologically proficient in using office software, social media, and tools for communication, engagement and ministry management. Software includes: Microsoft Office.

**Working Conditions**

Are there particular working conditions associated with this position which should be noted (i.e. working environment, noise, temperature extremes, hours of work, travel, workspace, unpleasant conditions, etc.) Include protective gear that must be used or worn.

Yes ☒ No ☐

If yes, please explain:

Sunday is a regular work day for this position.

**Analysis of Physical Demands of Position**

Check physical demands that apply. Then briefly describe responsibilities that require the physical demands checked, and the appropriate percentage of time or weight where required.

1. Strength:
  - a. Standing ☒ 35 % of time
  - Walking ☒ 35 % of time
  - Sitting ☒ 30 % of time

b.	Lifting	<input checked="" type="checkbox"/>	10-40	pounds	_____
	Carrying	<input checked="" type="checkbox"/>	10-40	pounds	_____
	Pushing	<input checked="" type="checkbox"/>	10-40	pounds	_____
	Pulling	<input checked="" type="checkbox"/>	10-40	pounds	_____
2.	Climbing	<input checked="" type="checkbox"/>	_____		
	Balancing	<input checked="" type="checkbox"/>	_____		
3.	Stooping	<input checked="" type="checkbox"/>	_____		
	Kneeling	<input checked="" type="checkbox"/>	_____		
	Crouching	<input checked="" type="checkbox"/>	_____		
	Crawling	<input checked="" type="checkbox"/>	_____		
4.	Reaching	<input checked="" type="checkbox"/>	_____		
	Handling	<input checked="" type="checkbox"/>	_____		
5.	Speaking	<input checked="" type="checkbox"/>	<u>Ability to speak in front of groups</u>		
	Hearing	<input checked="" type="checkbox"/>	_____		
6.	Seeing	<input checked="" type="checkbox"/>	_____		
	Depth perception	<input checked="" type="checkbox"/>	_____		
	Color vision	<input checked="" type="checkbox"/>	_____		

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