



Junior High Ministry Coordinator

The Grove's Junior High Ministry exists to create an environment and community where students can be introduced to Jesus and transformed by him. With a large number of students and parents at The Grove, this position is highly administrative in nature. The Coordinator provides a significant voice in strategizing as well as assessing and evaluating initiatives. While in this role, the individual will be trained and equipped for future leadership in junior high ministry or another setting.

Reports to: Junior High Pastor
Works with: Junior High ministry team, parents, volunteer leaders
Works: 20 hours, exempt

Administrative Oversight - 50%

- Serve as point of contact for junior high ministry emails, phone calls, etc.
- Prepare purchase orders, reimbursement requests, and other financial responsibilities.
- Book venues, buy supplies, and coordinate schedules, registration and transportation for events and services.
- Work with design team to prepare ministry promotional materials.
- Attain proficiency in the church database system and train others.

Ministry Leadership - 40%

- Serve as part of junior high ministry leadership team, which crafts vision, mission and values of junior high ministry.
- Coach parents and other volunteer ministry leaders.
- Lead and disciple junior high students.
- Give devotions at events as needed.
- Attend services, summer camp and annual missions trip.

Other Ministry - 10%

- Cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines.
- Attend junior high leadership team meetings, church all-staff meetings, devotions and trainings.

*Before submitting a resume and cover letter, please read **The Grove's Statement of Faith and Foundational Beliefs**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith and Foundational Beliefs. Submission of a resume and cover letter constitutes an affirmation of alignment with the Grove's Statement of Faith and Foundational Beliefs.*