



MIDDLE SCHOOL PROGRAM ASSISTANT – CENTERPOINT COMMUNITY CHURCH (ROSEVILLE)

REPORTS TO: Middle School Director

HOURS: 20 hours per week.

Sundays from 9:00 am-12:30 pm; Wednesdays from 5:00-9:00 pm; meetings, office hours, and one-on-one times with students (negotiable) and some Mondays from 1:15-3:45 pm; winter & summer camps, events, and Bible studies as applicable.

WAGE: \$13.00 per hour

TIME PERIOD: Current – minimum 1 year commitment preferred

REQUIRED SKILLS: Public speaking, organizational skills, ability to converse with students, and a willingness to learn on the job. Guitar/worship background a plus but not required.

CONTACT: Michael Chase (Journey Middle School Director)—(916) 847-0458

OVERVIEW: An opportunity to work with the church and parachurch at the same time, the MIDDLE SCHOOL PROGRAM ASSISTANT will get a wide variety of ministry experience and will be in charge of creating, staffing, and implementing program on Sundays, Wednesdays, and Fridays.

Requirements:

- **Personal:**
 - Be actively growing in Jesus
 - Worship at Centerpoint Community Church
 - Maintain the standards of a disciple of Jesus Christ in all aspects of your lifestyle
 - Maintain appropriate relationships with members of the opposite sex
 - Maintain appropriate sexual boundaries that are consistent with the Bible's teachings on abstinence outside of marriage

- Maintain an appropriate use of alcohol that is consistent with the Bible's teachings on temperance and self-control
- **Journey**
 - Be faithful and available to fulfill your commitments to Journey Middle School Ministry
 - Be able to commit for the allotted time period unless otherwise discussed with the middle school director
 - Remain accountable to Centerpoint staff and leadership
 - Be faithful in prayer for youth and the Journey ministry
 - Attend all required staff training events in addition to attending ongoing training opportunities
 - Must be a team player, able to work well with others
 - Maintain appropriate boundaries with ALL students in order to promote a safe environment for student encouragement and discipleship
 - Immediately report to the middle school director any situation where a student is threatening to hurt themselves or another, where they are being abused in any way, when a student is involved with any illegal activity

Major Duties and Responsibilities

Ministry: Provide leadership and oversight to personnel, program, & special ministry areas in carrying out the mission of Journey Middle School Ministry and Campus Life

- **Contacting:** Meet new students, learn names, and develop relationships
- **Journey Sunday Morning**—Every Sunday we sit with students at a church service from 9:45-10:45 am, and then conduct a student service from 11:00 am-12:15 pm
Sunday morning Journey responsibilities:
 - Set up and takedown/update computer
 - Connect with students
 - Help lead students and team
 - Program the morning game
- **Eich Campus Life Club**—On select Mondays (as availability allows) the program assistant will participate in an on-campus Campus Life club at Warren T. Eich Middle School from 1:15-3:30 pm
Monday Eich Campus Life Club responsibilities:
 - Connect and establish relationships with students
 - Help with set up/clean up of the facility
 - Lead games, small groups as needed
- **Journey Wednesday Night**—Our student ministry night (including set up and tear down) lasts from 5:15-8:45 pm
Wednesday Night Journey Responsibilities:
 - Set up and takedown/update computer
 - Connect with students
 - Help lead students and team
 - Co-lead a small group
 - In charge of writing/presenting one talk per month
- **Friday Open Door**—Our weekly station-based outreach event, from 2:30-5:30 pm (including set up and tear down)—students around the area come for free pizza and soda, and activities like sewing, video games, sports, and crafts
- Friday Open Door Responsibilities:
 - Set up and takedown
 - Connect with students
 - Help lead students and team
 - Leading games
 - Must be able to implement necessary disciplinary measures
- Meet one-on-one with a student at least twice a month

- Have a meeting with the director once a week

Additional Information:

- Grounds for Removal: At the discretion of the supervisor any violation of the requirements, expectations and/or responsibilities stated in this document may be grounds for your temporary or permanent removal from employment with Centerpoint Community Church