

**FRIENDS CHURCH**  
**JR. HIGH MINISTRY ASSOCIATE**  
**PART-TIME, NON-EXEMPT**

**JOB PURPOSE**

Serve with the Jr. High School Ministry Team to develop, coordinate and administer an effective ministry plan to meet the needs of the Jr. High School students' creating an environment of community and connectedness amongst all students, adult leaders, and the church.

**ESSENTIAL FUNCTIONS**

Some of the primary duties include:

**1) Life Group Logistics:**

- a. Student Placement
  - i. Pull data from former life groups and registration to formulate groups based on grade, gender, and school.
- b. Budget
  - i. Allot funds for Boy/Girl specific events throughout the calendar/life group year
- c. Development Markers for Life Group Health
  - i. Track weekly/monthly life group attendance reports, including total attendance
  - ii. Brainstorm/innovate new ideas for tracking life group health
- d. Life Group Leader Email Communication
  - i. Update life group leaders about important dates, lessons, logistics, and leadership tips for JHM.

**2) Volunteers:**

- a. Communication
  - i. *Life Group Leader Emails (see above)*
  - ii. *Year-long weekly leader emails for all things JHM*
    1. *Camps + Trip recruitment and Communication*
- b. Onboarding
  - i. *Creating/maintaining system for bringing new volunteers to JHM*
    1. *Application and Live Scan*
    2. *Welcome email*
    3. *Set up a Sunday morning observation and connection*
  - ii. *Interviewing Potential Male/Female Volunteers*
- c. Development
  - i. *Male/Female Leader Connection*
    1. *Connect with and handling all Volunteer issues, complaints, needs, and encouragement*
    2. *Leader Evaluations/Connections*
  - ii. *Partnering w/ JHM Director in creating/researching volunteer training materials and resources*
    1. *Disseminating + upholding trainings/standards year long*

**3. JHM Gatherings/Events Involvement:**

- a) Actively engaging in the planning, process, and execution of all JHM related gatherings and events
  - i. *Teaching*
  - ii. *Organizing and orchestrating any and all JHM event details*
  - iii. *Shepherd and disciple of all Jr. High Boys/Girls*

**4. JHM Hospitality & Connection:**

- a) Connection Team Oversight (Sunday/Wednesdays)

- i. Establish and uphold “check in” process, and new student onboarding
- ii. Recruit, train/empower, and schedule “connection crew” members (both leaders and students)
- iii. Follow up with new students (welcome email, text, etc.)

## 5. Social Media Management

- a) Maintain and advance the communication and influence of our social media platforms through creating content, style guides, and scheduling (Instagram, YouTube, etc.)

### Additional Functions

- Participate in all-church Group Life series as requested, minimum once a year.
- Attend and participate in all staff Friends Church staff meetings, events, programs, conferences, and training.
- Keep current in related field.
- Cooperate with the Orange Campus Lead Pastor by performing appropriate related duties when assigned or instructed.

## QUALIFICATIONS

**SPIRITUAL:** Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

**EXPERIENCE, EDUCATION, AND LICENSURE:** A bachelor’s degree in related field and a minimum three to five (3-5) years ministry experience; or equivalent combination of education and experience. Will be recommended and expected to pursue commissioning through Friends Southwest.

## KNOWLEDGE AND SKILLS

**SKILLS:** Must be proficient in the Microsoft Office Suite. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Strong managerial skills.

**ABILITY:** Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to act independently while working with a team effectively.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Must be able to remain in a stationary position for extended periods and be able to occasionally move about within the Church building. Constantly operates a computer using hands and arms to feel and reach. This position frequently communicates with team members, church staff, and church members and needs to be able to comprehend oral and written information. The employee must occasionally lift and/or move up to 30 pounds.

To apply, please send your cover letter and resume to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church).