

**HIGHLAND PARK PRESBYTERIAN CHURCH**  
**MIDDLE SCHOOL GUYS ASSOCIATE JOB DESCRIPTION**

**SUPERVISOR:** Director of Student Ministry (Katie Woodley); Teaching Pastor (Charlie Dunn) also has supervisory oversight

**FULL/PART TIME;** Full Time (Sunday-Thursday, + evenings, weekends, and overnights as required)

**PURPOSE/MISSION OF THE POSITION:** The Middle School Guys Associate will serve on a student ministry team that makes disciples of Jesus Christ with a particular focus on 7<sup>th</sup>-8<sup>th</sup> grade students and their families. He will especially direct his time and energy toward the discipleship of middle school aged boys.

**ABOUT HP PRES AND HIGH SCHOOL MINISTRY:** HP Pres is a Gospel Centered, Reformed church located in a Dallas neighborhood known as the Park Cities. We are a large, 4500-member church made up of people of all ages (and increasingly cultures), including an All Nations African worship service and a Mandarin Chinese service. Having just celebrated our 90<sup>th</sup> anniversary, we remain committed to leading people of all generations into a transforming relationship with Jesus in both traditional and contemporary ways. We have many families whose teens participate within the Middle School ministry, with more than 100 7<sup>th</sup>-8<sup>th</sup> grade students who are regularly involved (and more students on the rolls). Students connect to Christ and to each other through weekly small groups, Sunday morning gatherings, retreats, fun hangouts, serving opportunities, and mission trips. The Middle School Guys Associate will serve alongside a large and committed team of student ministry staff, parents and young adult volunteers, under the leadership of a church that is deeply committed to its ministry to students.

**UNIQUENESS OF THE ROLE:** This is a fun, fast-paced, high energy role that requires a high degree of personal and relational investment. It is critical that the person be able to build and maintain relationships not only with students but also with young adult small group leaders.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

**1) TIME BREAKDOWN (based on 40-hour work week)**

***55% - Contact work with male students, parents, and lay leaders***

- Meet with students on and off campus for discipleship and relationship building
  - Meeting guys for meals, sports, etc.
  - Attending school lunches
  - Attending games, concerts, etc.
- Work to develop (2) small groups at any given time
- Recruit the boys to form these groups, lead them for a time, and then help transition the groups to the leadership of young adult volunteers
- Meet with dads for breakfast and lunch to build rapport and to partner in discipleship
- Meet with and train young adult volunteers
- Spend time with students on Sunday mornings for MS Sunday School
- Connect with students at HP Pres Sunday morning worship services
- Attend all Middle School events, which include mission trips, retreats, parties, etc.
- Attend some High School events and retreats as needed

**25% - Student Ministry Planning and Preparation**

- Help plan for Sunday mornings
- Teach as assigned (1-2 times per month) in MS Sunday School

- Prepare for weekly Student Ministry small groups
- Help plan big events such as mission trips, retreats, and outreach opportunities
- Return phone calls and emails in a professional and timely manner (48 hrs)

#### **10% - Staff and Student Ministry Meetings**

- Attend weekly staff chapel, church staff meetings
- Meet weekly with Director of Student Ministry
- Meet weekly with Student Ministry Staff Team
- Meet quarterly with Kids' Ministry Staff Team

#### **10% - Personal Growth**

- Set aside personal time each day for prayer and study of Scripture
- Read devotional and theological books for personal transformation
- Participate within an HP Pres small group

### **2) KNOWLEDGE AND SKILLS**

- College Degree Required
- Experience working with students (may be in a church, camp or campus ministry context)
- Ability to connect with students and to build relationships with them
- Ability to communicate clearly and effectively though both verbal and written means
- Ability to establish and maintain effective working relationships
- Ability to use computers
- Ability to use a smart phone and group texts to communicate with students and staff

### **3) PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Occasional lifting/carrying up to 20 lbs.
- Visual acuity, speech and hearing
- Hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment
- Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions
- High recreational activities, such as mountain hiking, contact sports, theme parks... etc.

### **4) HPPC STAFF EXPECTATIONS**

- Growing in your personal relationship with Jesus
- Willingness to work well with a team
- High respect for male and female coworkers
- Teachable and eager to learn
- Receptive to feedback from staff team and supervisors
- Actively practices personal spiritual disciplines and leads with humility, character, and love
- Personally engaged with HP Pres mission, vision, strategy, and ECO polity
- Willingness to become a covenant partner at HP Pres (within 6 months), including joining a small group and attending worship services regularly
- Adherence to reformed theology and ECO Essential Tenets
- Adherence to Student Ministry Values

If interested in applying, contact our High School Director, Katie Woodley, at [Katie.Woodley@hppc.org](mailto:Katie.Woodley@hppc.org).

## HPPC STUDENT MINISTRY VALUES

### Value 1: Christ Centered

- Everything we do will be measured by this one simple question: how is this helping students grow to trust and treasure Jesus? Do we want to see numerical growth? Sure. Do we want the ministry to be fun? Absolutely. Do we want students to feel a sense of belonging? Without a doubt. And yet first and foremost, our primary goal cannot be entertainment, church growth, or even authentic community – our job is to help students to find their greatest joy, connection, and belonging in Christ. Consider Paul’s words in 2 Cor. 4:1-6. “We have renounced disgraceful, underhanded ways...we proclaim not ourselves, but Jesus Christ as Lord.” It’s our hope that in making much of Jesus that God would shine in the hearts of our students “to give the light of the knowledge of the glory [beauty, desirability] of God in the fact of Jesus Christ.”

### Value 2: Prayer Empowered (Dependent on the Holy Spirit)

- We don’t just want to talk about prayer. We want to do it. We want to be a team of staff, volunteer and parent leaders who collectively and individually pray for our students and families intelligently and by name. We recognize that God has created a feedback loop such that we grow in our love for others as we pray for them. And we know that though God may work through our strategies and skills and programs, they are absolutely powerless to produce spiritual fruit unless the Spirit of the risen Christ acts in the hearts and minds of our students. Jesus says, “I am the vine and you are the branches...Apart from me, you can do nothing.” (Jn. 15:5). We want to live into this in a disciplined, consistent, dependent way.

### Value 3: Theologically Thoughtful

- As leaders, we want to constantly be growing in our knowledge of God. We don’t want to just repeat the same Christian jargon or truisms to students week after week but to help them see the same God and the same Gospel in fresh, deep ways. We want to be creative in the way that we connect and apply these truths to their lives. And we want to create an environment where it is safe for kids to ask questions, to express doubts, and to love God with the whole of their minds. Good theology and thoughtful teaching feeds heartfelt obedience (Rom. 6:17).
- We will ask questions like: Are we presenting just moral exhortations (do this/don’t do that) or are we showing how God’s commands arise out of the good news of what he has done for us in Christ? The indicatives must always proceed the imperatives! Is this particular study/lesson/book/teaching consistent with the whole counsel of Scripture? Are we just using Christian jargon or are we explaining what we mean and our Christian vocabulary in intelligible ways?

#### **Value 4: Sheep Gathering**

- Jesus sends out his disciples in Matthew 10:6 to gather “the lost sheep of Israel.” Note that these lost sheep have a connection to the people of God and yet for varying reasons have drifted away. From 7<sup>th</sup>-12<sup>th</sup> grade, we have upwards of 70 students per grade who have been confirmed as members of HPPC and yet are connected at widely differing levels. So long as we have this opportunity and to the extent that they are responsive, we will proactively pursue the kids on our rosters and do our best to help connect them to Christ and to the family of God at HPPC. We will track this to keep us accountable.
- The Right Numbers Matter: How many non-connected kids have you met with this month? How many of these kids have joined small groups?

#### **Value 5: Relationally Invested**

- God often changes people through people and makes disciples through disciples (Mt. 28:19-20). In conversations and time with students and parents there is space for them to ask questions and for you to speak truth in love, to demonstrate genuine care, and to model what it looks like to follow Jesus. It is easy (especially in a Presbyterian Church) for the priority of this “people work” to be swallowed up by an assortment of committees, meetings, activities and events. We therefore want to consistently encourage each other to focus on investing in particular lives of parents, leaders, and students. **WE WANT TO MAKE MEETING WITH STUDENTS, PARENTS, & LEADERS A TOP PRIORITY!**
- We will frequently ask the question: Who are the students, leaders, parents in whom you are investing? And: Where have you seen God at work in the lives of those in whom you are investing?

#### **Value 6: Small Group Saturated**

- With our church’s living vision, we believe that one of the primary ways that we grow is through small group Christian community. We want students to connect to groups in which they know others and are known by them. We want these to be environments where students can experience the importance of belonging to Christian community, in which we confess sins and struggles, encourage and build up one another, and work out the truth of God’s Word into our lives (Eph. 4:15-16). **In keeping with the HPPC Transformation plan, small groups will be our primary, ongoing vehicle for discipling our students.** The Right Numbers Matter: How many students are in small groups?

#### **Value 7: Recruiting and Partnering with Adult Leaders**

- Staff alone cannot sufficiently minister to the students of our church. Jesus calls us to “feed his sheep” (Jn. 21:15-17), a task that we cannot accomplish alone. Rather, it is our job to “equip the saints” to join us in this work of ministry (Eph. 4:12). We will therefore continue to recruit and employ young adult and parent volunteer leaders to help disciple our students. Students benefit from seeing multiple examples of older Christians who are walking with the Lord and investing in their lives. Additionally, our small group focus will rise and fall on whether or not we are recruiting a sufficient number of leaders with a love for God, a heart to serve, and a desire to positively impact our students for Christ. We will need to work closely with the Young Adult ministry to carry this out.

## **Value 8: Serving Inside and Outside the Church**

- The Christian life is counterintuitive. Jesus says, “whoever wants to save his life will lose it. Whoever loses his life for my sake, will find it.” Jesus says that if we seek happiness instead of Christ, we will have neither. If we seek Christ more than happiness, we will have both. Accordingly, we will strongly encourage our students to give their lives away for the good of others. In the church, we will help them to serve in the children’s ministry, JAM, MS, etc. as appropriate. We will also create opportunities for them to serve within Dallas and plan mission trips for them to serve in other cities and contexts. Through serving others, we hope they will discover the truth of Jesus’ words that “if you do these things [wash other’s feet] you will be blessed” (John 13:7).

## **Value 9: Creating Life-Changing Retreat and Trip Experiences**

- Ask a Christian: “What are the sermons that have most deepened your faith in Christ?” and you may be met with head scratching. Ask “What experiences have deepened your faith in Christ?” and you will likely hear about key mission trips or retreats. Mission trips and retreats provide an opportunity for students to break away from their normal rhythms, responsibilities, and habits so that they might 1) connect with God, 2) serve those in need, 3) see a fresh vision for their lives, and 4) develop friendships they otherwise might not form. It’s our hope that these experiences will allow students to come back to their daily lives and responsibilities with a new, increasingly Christ-like perspective and a deeper connection to God and one another.

## **Value 10: Worshipping with the Whole Church**

- As the Fuller Youth Institute “Sticky Faith” research has demonstrated, one of the contributing factors of whether youth continuing in their faith in college is whether they have begun to participate in the corporate worship of the church. This is especially important from 7<sup>th</sup> grade onwards, as students begin to take ownership of their faith. We don’t want to have a ministry that is just tailored to students, but we want to incorporate students into the life of the church in which they will continue upon graduation. We will make decisions about our programming based on the desire to encourage students to participate in corporate worship. Additionally, as we are around students in worship, we want to model for them what it looks like to attentively and genuinely worship the Lord.

## **Value 11: Communicating Professionally and Promptly**

- Parents trust us to partner with them in the discipleship of their kids. We want to earn and reaffirm that trust. Prompt communication lets parents know that we are responsive and care. Prompt communication lets volunteers know that we value their time. Professional communication lets parents and volunteers know that we are competent to faithfully steward the work we are called and employed to do. Specifically this looks like 1) Responding to emails and calls within 48 hrs. 2) Arriving on time to meetings with parents, students, or other staff. 3) Giving volunteers detailed and advanced notice so that they have adequate time to prepare.

## **Value 12: Preparing Thoroughly**

- Ask any high level athlete why they feel that they can perform well in a high-pressure situation, and they'll give the same answer: preparation. Preparation does not push out the activity of the Holy Spirit. It is not stifling but actually freeing. The more that we think through our programs and our lessons, the less we are tied to our notes or to wrapping up logistical details or to our anxious thoughts about what to say or do. We are freed up to respond to promptings of the Spirit, to be present with students, and to speak more from the heart. Specifically, we want to give lessons that have not just been written but talked through multiple times in advance. We want to be done with all logistical details 30 minutes prior to any program, so that we are freed up to spend time with students.