



Position Description

Middle School / Confirmation Coordinator

I. Purpose

To be the staff person whose primary focus is to encourage ongoing spiritual growth in children in middle school at Cornerstone Lutheran Church, developing and implementing a sound, vibrant and effective ministry for students in fifth through eighth grade.

II. Organizational Relationship

This position will report directly to the Director of Faith Formation. This position will also work closely with the Faith Formation Team and site pastors.

III. Responsibilities

- Collaborate with the Faith Formation Director, Children's, Middle and High School Coordinators to contribute to and implement the vision and strategic plan
- Develop a system for recruiting, supporting, maintaining, and celebrating volunteers to include ongoing training of volunteers across sites and consistent connection points with volunteers
- Collaborate with the Faith Formation Team to choose, plan, and execute Ministry Events for the year for all sites of CLC with input from site pastors
- Communicate consistently with families included but not limited to:
 - Working with communications team to promote all aspects of Faith Formation
 - Engaging families with the week's lesson points
 - Connecting with all 7th & 8th grade students & families
 - Special Events (Middle School Retreat, Serving in Worship, etc.)
- Serve as the overall coordinator for 7th & 8th grade ministry to include but not limited to weekly youth group, Sunday school/Confirmation, middle school retreat.
- Develop, design and implement engaging curriculum and plan for Confirmation Ministry for 7th and 8th grade students; Design and implement Student Ministry components including but not limited to Refuge Sunday Night Youth Group, Mission Trips & local opportunities and leadership opportunities
- Serve as the overall coordinator for Parent Connect
- Be the regular Student Ministry on-site presence at CLC Carmel every Sunday morning except when assigned elsewhere.
- Meet with Faith Formation Director every month
- Support other sites as directed by the Faith Formation Director
- Other duties as needed to support Faith Formation Team

IV. Qualifications / Skills

- a. A missional heart that yearns to draw children to Christ.
- b. Faithful and faith-filled follower of Jesus Christ.
- c. An individual committed to God's word and the Lord's church.
- d. A Synodical trained DCE or equivalent experience in working in youth ministry.
- e. A team player – able to work with others and to lead when necessary.
- f. Flexible – willing to lead and follow.

- g. Organized
- h. Experienced (or exhibit ready potential) in relationships – a “people person.”
- i. A loving spirit – being given the responsibility to participate (critique and evaluate) comes with the promise of a gentle spirit.
- j. An activist that contributes ideas and efforts that impact the CLC community.

V. Hours

Full time, 6 days/week, 40 hours per week which will include regular evening and weekend hours

Updated 09/24/2025 MCL