Position: Ministry Assistant to the Student Pastor

**General Overview**

The Ministry Administrative to the Student Pastor provides support to the Student Pastor in a wide range of activities in the performance of their administrative and ministerial responsibilities, while interacting with staff, congregational members, and the community.

**Ministry Purpose**: Consistent with Romans 12:9-15 and Ephesians 4:11-12

**Spiritual Responsibilities**

* Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
* Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
* Be prepared to explain the church’s doctrinal beliefs and practices to visitors and callers.
* Be always ready to pray with those who contact the church in need.
* Be prepared to provide Biblical/Ministry resources and assistance to those who inquire.
* Be prepared to disciple one or two students.

**Essential Functions**

* Receives, answers, returns, and directs telephone calls and emails for the Student Pastor.
* Serves as contact person for the Student Pastor, ensuring people are helped/served.
* Maintains Student Pastor’s schedule.
* Handles travel plans, preparation for preaching, speaking, and ministry engagements.
* Assists with preparation for meetings and events, as needed.
* Assist in coordinating events, camps, and retreats, as needed.
* Coordinate and manage documents for parental consent.
* Reconciling expenses of ministry purchases.
* Present during youth ministry events and activities, as needed, with focus on Sunday Morning and Wednesday nights.
* Provide back up for the Receptionist, as needed.
* Other tasks or special projects, as needed.

**Qualifications:**

* Feels a call to ministry (position allows one to gain ministry experience for the future)
* High School Diploma or GED is preferred
* Ability to work independently with some supervision
* Trustworthy with vigilance towards confidentiality in all matters especially with pastoral conversations, and sensitive personal and shared information between members
* Ability to self-prioritize tasks
* Ability to complete tasks within a deadline
* Written and verbal communication skills
* Time-management skills
* Be a team player
* Ability to communicate in a professional manner
* Basic skills in Microsoft office suite
* Have a personal relationship with Jesus Christ
* Agree to uphold the Church’s statement of faith, and be willing to submit to the standards outlined in the Personnel Manual

**Position Expectations**

* Part-Time
* Hours: ~20 per week
* Reports to the Student Pastor