



## 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.
- Maintain Student Ministry's Social Media Presence
- 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 and social media platforms
- 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