

Ministry Assistant for Student Ministry Job Description

Position Overview:

The Ministry Assistant for Student Ministries is responsible for and passionate about connecting students and families with the Lord and with each other. This person will help to coordinate and provide resources that will enhance the discipleship development of the student ministries. This person will coordinate the connection of our students with each other and our adult volunteer leaders as well as better connecting the parents with their students, adult leaders and other families within the church. This person should be willing and excited to work to create better communication and administrative systems using the latest technology. This person will need to possess excellent interpersonal skills to recruit and coordinate volunteers, assist students and parents, and work with other ministries within the church.

Hours Requirement: 40 hours week

Days Requirement: Sun-Thurs (7.5 hours a day)

Time Preferences: M-Th (9:00 a.m. – 4:30 p.m.)

Skills Required:

- Proficient in all word processing programs including Microsoft Word, Excel, and PowerPoint; ability to create and use email distribution lists for communication with parents, students, and other adults; as well as social media.
- Ability and willingness to learn and use the appropriate technology and systems for communication and attendance purposes in student ministry.
- Excellent interpersonal skills to recruit and coordinate volunteers, work with other ministries in church, and assist students and parents.
- Passion for the spiritual growth of our student ministry and willing to engage in the process of student discipleship.

Job Description:

Weekly Programming:

- Coordinate prep for weekly programming, which includes: managing volunteers, preparing substitutes, and acquiring any supplies necessary.
- Communicate with Student Ministry team to order and distribute materials in a timely fashion for Wednesday or Sunday programming
- Participate in weekly student programming and assist Student Ministry team throughout set up, programming, and clean up.

- Assist staff, volunteer teachers, and other volunteers before, during and after programming to ensure efficient and smooth operations.
- Attend monthly Student Ministry Partnership Committee meeting and follow-up on assignments assigned.
- Coordinate with weekly volunteers for student programming and their weekly needs – this includes: background checks, curriculum, materials they may need, etc.
- Coordinate volunteer care and appreciation for all ministry programs.

Administrative Needs:

- Coordinate with Communications Director to advertise weekly Student Ministry needs through church email and church social media for regular programming, any upcoming events, and special events, as needed.
- Coordinate and help implement a follow-up system; includes adding new attendees, sending welcome letters and emails to newly registered students and their parents, and communicate with volunteer leaders on missing students for student programming.
- Follow-up on student decisions, including salvation decisions, baptisms, etc.
- Manage and submit disbursement forms and monthly credit card statements; includes special events and weekly student programming.
- Maintain contact information and email distribution for all Student Ministry volunteers for all student programming and substitutes. Ensure and maintain background checks completed on all volunteers in Student Ministry.
- Order curriculum and handle all administrative matters related to Sunday School, Sunday Night and Wednesday night programming.
- Coordinate with the various ministries that fall under Student Ministry and input events on the church calendar. Which also includes: coordinate and communicate set-up requests for each event, volunteers, and room set-up for all student programming.
- Weekly meetings with the Student Pastor to discuss calendar & upcoming ministry needs
- Respond to phone calls and emails in a timely fashion.

Special Events:

- Assist Student Pastor in the planning, preparation, and communication for Special Events; as well as the yearly Student Ministry calendar and follow-up on logistics of each event with minister on weekly basis.

- Coordinate and communicate set-up requests for each event, volunteers and room set-up for each event., as well as, each event with church calendar and other ministries.
- Work to maintain excel spreadsheet of registered students and all forms required and received for each event.
- Other tasks and duties as assigned.

Qualifications:

- A committed Christian with beliefs and practices compatible with those of Mount Vernon Baptist Church.
- Ability to communicate clearly and effectively with Student Ministry staff, volunteers, and families.
- Ability to utilize technology to maintain organized records and reports.
- Preferred: Two years or more experience working with student in a school or church setting.