

Student Ministry Assistant Job Description

Status: Full-time, Administrative; Non-Exempt

Direct Supervisor: Minister to Students

Principal Functions: Assist the Minister to Students in providing leadership in ministry to students in grades 6-12. This includes the ongoing evaluation, development and implementation of vision and strategies for the ministry.

Essential Job Functions/Responsibilities:

- Understand the overall vision and direction of the Student Ministry.
- Work to engage and build relationships with all students regardless of background.
- Be responsible for overseeing, planning, and executing events, as assigned by the Student Minister.
- Attend Student Ministry activities
 - Camp Crestview, Summer Camp, D-Now, High School Retreat, etc.
- Help lead gender specific ministry's under the supervision of the Student Minister
- Be a vital part of regular Student Ministry programming, such as Sunday mornings, Sunday nights, and Wednesday Nights.
- Aide in the discipleship, visitor follow up, and regular contact with students and families.
- Participate in Individual Discipleship with students each week
- Lead in the absence of the Student Minister, and also as requested.
- Work to continue to grow in student ministry knowledge
- Work with interns, teachers, and leaders to teach and disciple students.
- The Assistant may have other responsibilities as the Student Minister, Senior, Associate or Discipleship Pastor see fit.
- Serve as office support staff as necessary
- Perform other duties as assigned.

Requirements:

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, speak and hear.
- Employee must be able to climb steps to access the balcony area. Local travel is often required; the employee will be expected to have access to transportation.