

**Job Description for
Student Ministry Assistant
First Baptist Church Maryville**

Position: **Student Ministry Assistant**

Supervisor: Student Minister

Coordinating Supervisor: Student Minister and Business Administrator

Qualifications/Expectations:

- Effectively interacts on a wide variety of student and parent issues and challenges
- Willingly spends time with students during church events and activities, as well as 'outside of' church-related events
- Displays a leadership role at all student-centered ministry activities
- Loyalty to First Baptist Church Maryville
- Is a person of integrity with a strong work ethic
- Is a lifelong learner
- Dresses appropriately in the office and at student functions
- A believer who is confident in their faith, and is willing to share this with others
- 24-hour work week based around activities/events

Responsibilities:

- Working with the Student Minister to create, plan, and facilitate activities and events in the Student Ministry
- Assisting in the evaluation of activities following the activity to assess for improvement
- Setting yearly ministry and personal goals to further the work of the Student Ministry
- Evaluating ministry areas on a monthly basis and offer input to assist in the planning of activities/events calendar
- Assisting the Student Minister in the planning and implementing of student services
- Attending Student Ministry activities and services throughout the week and weekends as needed
- Attending staff meetings, and all other meetings as requested by the Student Minister

General Duties:

- Coordinating and communicating with adult volunteers on a weekly basis
- Managing student and adult volunteers in the office and at events/services
- Managing and tracking attendance in ACS (Automatic Church System)
- Scheduling and coordinating events and activities in ACS and on the church calendar
- Managing various communication modes with students and parents; i.e., blogs, Facebook, Twitter, Instagram, email, printed materials, etc.