

CARMEL BAPTIST CHURCH

Position Description

Student Ministry Assistant

Ministry Area: Generations Ministry

Reports To: Student Pastor

Supervises: n/a

FMLA: Non-exempt

SUMMARY OF THE BASIC FUNCTION

The Student Ministry Assistant's role exists to support all aspects of the Student Ministry (7th – 12th grade) of the church by assisting the Student Ministry Staff in the implementation of Carmel Baptist Church's strategies and programs.

GENERAL QUALIFICATIONS

Knowledge: High school diploma required.

Experience: Must have administrative support experience in an office setting. Must also have experience in event planning. Experience in a ministry setting preferred.

Skills: Must have proficient computer skills including word processing, spreadsheets, email, internet, and skilled with working with databases. Strong communications skills are essential. Ability to manage and balance budget processes.

Physical Demands/Work Environment: Vision, hearing, and speech are essential. Must be able to sit at a desk at least 50% of the time. Must be able to lift 25 pounds. Must be able to ambulate from one end of the campus to the other for activity set-ups and prep. A valid driver's license is required to drive personal vehicle when necessary. Must be able to work the hours and days necessary to complete the essential functions of the position, as scheduled.

Mental Requirements: Attention to detail and mental concentration are necessary for performing tasks, meeting deadlines and tolerating frequent disruptions. The ability to deal with stressful situations is necessary.

SCOPE OF AUTHORITY

Is responsible for all administration, event planning, and coordination of regular programming and special events within student ministry.

ESSENTIAL FUNCTIONS

Administration

- Maintain small group rolls and posting attendance for regular and special programming.
- Prepare check requests, financial deposits, and credit card reconciliation for student ministry staff.
- Make purchases and maintain student ministry inventory for events and activities.
- Maintain student ministry calendar. Request rooms, media, and facility set-ups as needed for calendar events.
- Assist with weekly event preparation.
- Keep student ministry ahead for all communication by starting the process.
- Assist with all aspects of communication such as email, mailings, phone calls, promotional pieces, newsletter content, etc.
- Prepare and organize leader materials.
- Assist with preparation for parent meetings.
- Organize bible study material, guides, or handouts for weekly programming.
- Attends student ministry team meetings along with administrative staff meetings.
- Organize all student ministry resources for regular programming and special events.
- Other duties assigned.

Event Coordination

- Serve as event coordinator for all student ministry special events (camps, retreats, milestones, outings, etc.)
- Maintain event organization timelines including tasks and responsibilities.
- Coordinate volunteers to help with logistics for events and programming.
- Take care of logistics for all events (travel arrangements, trip accommodations, manage registrations, make payments, promotional mailings, meal/refreshment coordination, event specific materials, organize small groups, housing lists, supply lists, etc.)
- Provide support to leadership while on event and serve as the on-site event coordinator and group liaison.
- Create step-by-step processes for behind the scenes weekly programming and special events.
- Coordinate meals or snacks for regular programming and special events.
- Coordinate volunteers to help with events and regular programming.
- Assist with logistics relating to Milestones (graduate pictures, blessing letters, Milestone boxes, etc.)