



Job Description for Student Ministry Admin

Department: Next Generation
Reports to: Student Ministries Pastor
Exemption Status: Non-Exempt
Hour Requirements: Full-time

JOB SUMMARY

This position requires assistance to the youth & young adult pastor and the middle school director in the planning weekly services, special events, accomplishing and tracking major goals, and the daily running of high school and middle school ministries. The administrative assistant manages the majority of the administrative duties.

ESSENTIAL FUNCTIONS

Weekly Services (High School & Middle School)

- Assists in completing details of weekly service through Planning Center including an icebreaker, announcements, and any special details pertaining to service. These tasks are then delegated to volunteers
- Ensures that all supplies are purchased and secured for the weekend service. Delegates any service tasks to volunteers
- Delegates to Service Producer to placement of all necessary ProPresenter shows and videos on Planning Center Online or the computer in the Auditorium prior to the weekend service
- Communicates to Service Producer regarding the specific details of the service prior to rehearsal
- Assesses weekly services and events for effectiveness and productivity
- Maintains records of weekly Dream Team attendance and ministry growth
- Manages communication with the Dream Team, students, parents, and staff in conjunction with the Student Ministries Pastor
- Organizing and uploading the weekly podcasts
- Organizing and updating all first-time guests to MP and the small group structure
- Other duties as assigned

Events

- Assists in planning, preparing, clean-up for events; block party events, Summer Camps, Dream Team events/meetings etc.
- Helps empower Dream Team members to carry out the events
- Communicates details of events to the Student Ministries Pastor and appropriate Dream Team members
- Oversees purchasing of materials needed for events

Social Media

- Helps oversee the posting of information concerning the weekend service
- Utilizes the Parent Connect Page to help communicate important facts to parents
- Manages the Facebook, Instagram, and Twitter accounts and entrusts Dream Team members to maintain

Dream Team

- Assist new team members in the onboarding process by providing the necessary resources and information
- Collects new team members' applications and background checks. Maintains these documents and upload background checks to Ministry Platform
- Informs youth & young adult pastor and middle school director of new team members
- Schedules time for the new team member interviews
- Communicates with coaches and assist leadership with management and organization of leaders within the Small Group structure
- Updates team organizational charts and develop new charts as necessary
- Helps to provide position focus sheets, team structure, and organizational charts to coaches

Financial

- Complete necessary purchases for both ministries
- Submit PO's for purchases made for both ministries
- Receive permission prior to all major purchases

Camp

- Works with the Next Gen department in developing applications and forms for camp
- Communicates to staff, students, and parents regarding the details of camp
- Maintains records of students attending camp, insurance information, and medical information
- Assist in developing a schedule and planning camp activities
- Carry out plan with the Next Gen Team for camp

Small Groups

Out of Service: Wednesday Nights

- Submits all high school & middle school small groups via Ministry Platform
- Maintains details about each small group and track the number of students signed up for small groups

In Service

- Following the new Small Group in service model the position requires involvement with and is not restricted by the following duties:
 - Recruiting and onboarding leaders following the normal process
 - Small Group assembly including leaders and students
 - Group Maintenance as the leaders and students change throughout the semester
 - Group Updates which include online maintenance and communication with the teams

Meetings

- Presents and communicates appropriate information to during weekly meetings. This includes but is not limited to upcoming weekend service, leader information, events, small groups, and social media/parent connect. Receive necessary instruction for upcoming weekend and events

Administrative

- Schedules meetings as required, placing details of the meeting in the calendar event
- Created reminders for important meetings and events for both the youth & young adult pastor and middle school director
- Relays important information regarding Dream Team members

Personal Development and Growth

- Consistently spend time with God outside of church time
- Keep priorities in line
- Attend meetings and trainings to continuously grow as a leader and as a person
- Listen to leadership podcasts
- Read 4 books a year in the following categories: Spiritual Development, Ministry Specific, Leadership, and Personal Development

JOB REQUIREMENTS AND BENEFITS

Education & Experience Required

- High school graduate
- At least two years of experience in relevant administrative or human resources
- Word, Excel, and Outlook
- Successfully pass a background check
- A call to ministry in some capacity, you can't do this job without it

Time Requirements

Total: 40 hours per week

Basic schedule:

- Monday- Friday: 9:00 a.m. to 5:30 p.m.
- ½ hour lunch provided daily (unpaid)

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.