



Job: Student Ministry and Executive Administrative Assistant

Status: Part Time/ Hourly (15–20 hours per week)

Hours may vary slightly during busier ministry seasons, major events, camps, retreats, and special programs. Any additional hours should be coordinated with and approved by the Student Pastor or appropriate supervisor.

Location: Florence Baptist Church (All Campuses)

Job Summary:

This Administrative Assistant supports the mission and vision of the Student Ministry by providing organization, communication, coordination, and administrative support. The goal of this position is to help create an organized ministry environment where students, parents, and leaders are well-informed and equipped.

The individual will work under the direction of the Student Pastor and serve as an organizational connection point between Student Ministry staff, volunteers, students, and parents. This assistant will also handle administrative needs for the Executive Pastor of Ministries.

Responsibilities:

1. Ministry Administration & Organization

- Manage the Student Ministry calendar and keep ministry dates, events, meetings, and deadlines organized.
- Maintain accurate student, parent, and volunteer information within the church database.
- Assist with attendance tracking for Sunday Small Groups, Wednesday night services, and Student Ministry events.
- Maintain ministry forms, rosters, documents, and other administrative records.
- Help develop and maintain systems that improve the organization and effectiveness of the Student Ministry.
- Prepare schedules, sign-up forms, spreadsheets, leader resources, and other materials as needed.
- Assist the Student Pastor with general administrative tasks and ministry projects.
- Maintain ministry action items, deadlines, and planning calendars.

- Anticipate administrative needs and help solve problems before they become urgent.

2. Student & Parent Communication

- Help manage regular communication with students and parents through email, text, and church communication platforms.
- Send reminders and important information regarding services, events, schedule changes, and ministry opportunities.
- Respond to general Student Ministry questions and connect families with the appropriate ministry staff member when needed.
- Maintain accurate student and parent contact lists.
- Help ensure first-time guests and new families receive appropriate follow-up communication.
- Serve as an organizational connection point between Student Ministry staff, volunteers, students, and parents.

3. Event Coordination

Assist with the administrative and logistical preparation for major Student Ministry events, including:

- Student Camp
- Impact Weekend
- Mission Trips
- Retreats
- Fall and Spring Kickoff Events
- Senior Sunday Activities
- Wednesday Night Events
- Student Leadership Events
- Parent Meetings
- Volunteer Trainings

Responsibilities may include:

- Creating and managing registrations.
- Tracking payments and balances.
- Maintaining participant rosters.
- Collecting medical and permission forms.
- Preparing transportation and rooming lists.
- Coordinating meal counts and event supplies.
- Preparing check-in materials.
- Communicating important information to parents, students, and leaders.
- Helping organize event timelines and administrative deadlines.
- Assisting with post-event follow-up and record keeping.

4. Volunteer & Small Group Leader Support

- Maintain an accurate database of Student Ministry volunteers and small group leaders.
- Help communicate schedules, curriculum information, meetings, upcoming events, and ministry updates to leaders.

- Prepare materials needed for Sunday Small Groups and Wednesday night programming.
- Assist with volunteer onboarding, paperwork, background-check processes, and ministry requirements.
- Help coordinate volunteer appreciation, training events, and leader meetings.
- Assist ministry leadership with scheduling volunteers for specific ministry roles.
- Provide administrative support that helps leaders effectively disciple and care for students.

5. Sunday & Wednesday Ministry Support

Help prepare for weekly Student Ministry programming so that ministry environments are organized and ready for students and leaders.

Responsibilities may include:

- Preparing check-in systems and rosters.
- Printing small group materials.
- Preparing first-time guest information.
- Coordinating volunteer assignments.
- Organizing supplies and hospitality needs.
- Assisting with administrative needs before, during, and after weekly programming.

6. First-Time Guest & Follow-Up Systems

- Maintain systems for identifying and following up with first-time students and families.
- Ensure guest information is entered accurately into the church database.
- Coordinate follow-up communication with students and parents.
- Help Student Ministry staff and leaders identify students who may need additional connection or follow-up.
- Assist with tracking decisions, baptisms, small group involvement, and other appropriate ministry next steps.

7. Financial & Purchasing Administration

In coordination with church financial policies:

- Assist with Student Ministry purchase requests and receipts.
- Maintain records related to registrations and event payments.
- Assist with scholarships and payment tracking when applicable.
- Purchase ministry supplies as directed.
- Help ensure financial paperwork is submitted accurately and on time.

8. Student Ministry Team Support

- Support the Student Pastor and Student Ministry team with administrative and organizational needs.
- Help maintain ministry action items, deadlines, and planning calendars.
- Assist with ministry projects and special assignments as directed by the Student Pastor.
- Help create systems that allow the Student Ministry team to focus on relationships, discipleship, leadership development, and ministry.
- All other duties assigned by the Student Pastor or appropriate supervisor.

9. Other Requirements

- Must attend and support all major Student Ministry events including Student Camp, Impact Weekend, and Dodgeball.
- Provide Administrative support to the Executive Pastor of Ministries that includes organizing his calendar, assisting in churchwide event organization, and tracking information discussed in the regular Ministries meetings.
- All other duties assigned by the Executive Pastor of Ministries.

Qualifications:

The ideal candidate:

- Has a growing relationship with Jesus Christ and supports the mission, beliefs, and values of Florence Baptist Church.
- Has a heart for students, families, volunteers, and the local church.
- Is highly organized and able to manage multiple projects at the same time.
- Communicates clearly and professionally.
- Demonstrates strong attention to detail.
- Takes initiative and can identify what needs to be done without constant direction.
- Handles sensitive and confidential information with discretion.
- Works well with ministry staff, parents, students, and volunteers.
- Is dependable, flexible, and willing to serve where needed.
- Is comfortable working in a fast-paced ministry environment where schedules and priorities can occasionally change.
- Has experience with email, spreadsheets, databases, online forms, and other administrative technology.
- Previous church, ministry, administrative, event-planning, or volunteer-coordination experience is preferred.

Personal Expectations:

- Maintain God-ordained priorities in your life by putting Jesus first, your spouse second, your children third, and your ministry fourth.
- Be loyal to the vision and staff of Florence Baptist Church and always protect the unity of the church.
- Invest in and invite the lost to know Jesus and to get plugged into Florence Baptist Church.
- Give sacrificially to the ministry of Florence Baptist Church.
- Adhere to the 2000 Baptist Faith and Message and agree to teach and serve in accordance with it as the guiding statement of faith of Florence Baptist Church.

Key Characteristics:

- **Organized** — Brings structure and clarity to ministry details.
- **Proactive** — Looks ahead and identifies needs before they become emergencies.

- **Relational** — Understands that administration supports people and ministry, not simply programs.
- **Detail-Oriented** — Values accuracy in communication, registrations, databases, schedules, and ministry information.
- **Flexible** — Can adapt when ministry needs or schedules change.
- **Dependable** — Follows through consistently and can be trusted with important responsibilities.
- **Team-Oriented** — Works collaboratively and helps the entire Student Ministry team succeed.
- **Ministry-Minded** — Sees administrative excellence as a way to serve students, families, leaders, and the mission of the church.

Ministry Philosophy:

The Student Ministry Administrative Assistant is not simply responsible for completing administrative tasks. This position plays an important role in helping the Student Ministry accomplish its mission.

Administrative excellence creates space for ministry to happen. By keeping information organized, communication clear, events prepared, and systems functioning well, this position helps students, parents, volunteers, and ministry staff experience a ministry environment where people are known, cared for, and connected to Jesus.

The Administrative Assistant serves behind the scenes so that the Student Ministry team can be more effective in its primary calling of reaching students, discipling believers, developing leaders, and helping families follow Jesus.