

Student Ministry Assistant

JOB DESCRIPTION

Job Title: Student Ministry Assistant

Reports to: Student Pastor

FLSA Status: Non-Exempt

JOB SUMMARY

The Student Ministry Assistant supports the Student Pastor by providing strong administrative, organizational, and communication support for the student ministry of Center Grove. This role exists to ensure that weekly programming, volunteer systems, communication, and events run smoothly and with excellence so that students and families are well served and leaders are well supported.

The Student Ministry Assistant manages day-to-day operational details, maintains systems and records, and assists with special events and ministry communication, allowing the Student Pastor to focus more fully on teaching, shepherding, and leadership development.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Volunteer & Leader Administration

- Maintain accurate records for all student ministry volunteers, including background checks and signed leader covenants.
- Handle routine volunteer communication, excluding initial recruitment and pastoral care, which are managed by the Student Pastor.
- Assist with leader onboarding processes as needed.

2. Weekly Programming & Operations

- Prepare computers and all necessary supplies for Sunday morning and Wednesday night programming.
- Ensure the Student Center is stocked and organized with required materials such as guest cards, information cards, calendars, and other print resources.
- Submit calendar requests, facilities requests, and work orders as needed.

3. Student Data, Attendance & Assimilation

- Manage weekly attendance tracking and ministry statistics.
- Run reports and provide requested data to the Student Pastor or other staff.
- Assist in managing student assimilation processes, including tracking first-time guests and follow-up systems.

4. Communication & Information Management

- Coordinate with the Communications Manager on student ministry-related social media, print, and website updates.
- Assist with the creation and distribution of monthly newsletters to parents and students.
- Utilize the ministry texting service to communicate announcements and important information.
- Handle printing needs as requested.
- Maintain physical and digital files in an organized and accessible manner.

5. Event & Registration Support

- Manage registrations for student ministry events, including sign-ups, spreadsheets, payments, and forms.
- Assist with planning and execution of student ministry events such as retreats, camps, mission trips, and special events.

6. Financial & Administrative Support

- Manage ministry-related Visa charges, receipts, payment requests, and student ministry budget.
- Assist with basic financial tracking related to events and ministry needs.

7. Other Responsibilities

- Back-up coverage for the ministry assistant/front desk role as needed.
- Perform additional duties as assigned to support the overall mission and effectiveness of the student ministry.

EXPERIENCE | KNOWLEDGE | ABILITY

- A clear desire to see students come to know Jesus and grow in their faith.
- Strong written and verbal communication skills.
- Strong administrative and organizational skills with a high level of attention to detail.
- Ability to manage multiple projects and deadlines with effective time management.
- Demonstrated discretion and ability to handle sensitive information with confidentiality.
- Teachable spirit with a willingness to learn new systems and skills.
- Ability to think proactively, anticipate needs, and offer creative solutions.
- Experience supporting a supervisor or manager and representing them well.
- Ability to assist in planning meetings and events.
- Strong team-oriented mindset and collaborative approach to work.
- Professional and gracious communication with parents, students, volunteers, and vendors.
- Responsible and efficient use of financial resources.
- Proficiency in Microsoft Excel, Word, and Outlook preferred.
- Working knowledge of or willingness to learn church management software such as Realm, Planning Center, Band, Typeform, and similar tools.

EMPLOYEE ATTRIBUTES

- Active follower of Christ who models a personal commitment to love, grow, serve, and share.
- Supportive of and loyal to the vision of Center Grove to see ordinary people and families become extraordinary in Christ.
- Commitment to excellence and faithfulness in work.
- Maintains positive and professional working relationships with staff, volunteers, students, and families.

ADDITIONAL INFORMATION

- This position is part-time at 29 hours per week.
- The work schedule will be Monday through Thursday, with hours determined jointly. This position also requires regular Wednesday evening ministry responsibilities and participation in 336 WKND, held one weekend each year.