

# Student Ministry Assistant Job Description



## + Job Title and Overview

The Student Ministry Assistant will support the Youth Pastor in fostering spiritual growth in students in grades 6-12 through various roles and tasks to help the week to week and long-term functioning of the student ministry. This may range from logistical/administrative work to helping teach and lead events for the student ministry.

## + Essential Job Functions and Responsibilities

- Proficient in basic computer skills (emailing, Microsoft Office, Google applications, etc.)
- Able to speak and preach in front of large crowds
- Willing to help with calendaring of student ministry events
- Able to lead in a small group setting
- Being present at student ministry events (Wednesday nights, Sunday nights, Sunday mornings, and one-off events)
- Communication and coordination with Youth Pastor, adult leaders, and parents.
- Biblical teaching to students
- Physical preparation for youth room/other areas before student events
- Participate in onboarding new volunteers and help coordinating with current adult volunteers
- Lead student ministry events in case of absence of youth pastor
- Assist in long-term planning and future goals of the student ministry

## + Education and Experience

- Associate or Bachelor's Degree (Bachelor's preferred)

- Experience of volunteering or interning with a church (preferably in student ministry or similar ministry)
- Desire to pursue ministry as a career preferred

## + Compensation and Benefits

- Hourly Salary based on education and experience
- Holidays listed in the Garber Employee Handbook

## + Working Conditions

Working Conditions	Details
Hours of work	Part Time.15-20 hours a week. The following is a sample schedule of what a 20 hour week could look like: <ul style="list-style-type: none"> <li>• 9am-12pm Monday-Thursday</li> <li>• Wednesday nights from 4:45pm-7:45pm</li> <li>• Sunday mornings from 9:15am-10:45am</li> <li>• Sunday nights from 4:15pm-7:45pm.</li> <li>• In addition to these weekly hours, there may be extra events during the school year or summer that will be added.</li> </ul>
Work environment	Primarily office work and hands-on experience at student ministry events.
Travel requirements	This position would require traveling with student ministry to all student ministry events including Summer Camp, recreational outings, Fall/Winter Retreats, etc.
Spiritual responsibilities	This role includes building trusting relationships with students, mentoring/discipling students, being a spiritual role model for

	students, teaching Biblical truths to students, personal Bible study and prayer growth, and weekly Bible study with the youth pastor.
Special conditions or requirements	Hours are very flexible throughout the week as long as all tasks are able to be completed on time.

## + **Workplace Policies and Agreements**

- Safe Sanctuary Training is required.
- Garber Church Employee Handbook must be read and signed.
- Specific student ministry training will be held by the youth pastor.

## + **Evaluation and Review**

- Student Ministry Assistant reports directly to the youth pastor.
- Yearly evaluations done along with monthly check-in's