FBCN Student Ministry Associate Position Description

October, 2022

**PURPOSE:** The Student Ministry Associate position supports the Student Ministries of Church on Bayshore in carrying out the Church vision.

**KNOWLEDGE, SKILLS and ABILITIES:** The Ministry Associate must have a personal relationship with Jesus Christ and have a calling to serve others in His name. Organizational skills and the ability to work as a team member are required. Computer skills are highly desirable. This position must have the following skills and abilities.

* Project management
* Proficiency in Word, Excel, Publisher, and Power Point
* Ability to work as a member of a team; good interpersonal skills
* Creative thinking and problem-solving skills; Collaborating with a creative team
* Ability to represent the Church professionally
* Tact and diplomacy for working with volunteers, church members, and co-workers
* Strong multi-tasking skills with the ability to meet deadlines
* Utilization of new media in a professional environment
* Sees the importance of tracking effectiveness of initiatives
* Good decision-making skills with clear oral and written communication skills
* Organizational skills; Creative and flexible mind

**DUTIES AND RESPONSIBILITIES:**

* Coordinate/plan special events and trips that may include scheduling chaperones, making travel arrangements, collect and accurately report event monies collected to the Administration/Financial Office.
* Process Church Calendar requests for Student Ministry events – which includes coordination of resources and support services for the events
* Plan and prepare for weekly ministries; including ordering supplies, curriculum, resources, etc.
* Keep accurate records of student ministry purchases, expenses and fundraisers
* Assist in the development, publication and distribution of various types of printed and electronic media such as fliers, brochures, announcements, website, etc, specifically the Student and Church publications
* Keep accurate information of youth visitors and prospects for Student Minister follow-up
* Assist the minister with time management by handling and filtering phone calls and visits and scheduling of appointments
* Perform other duties as requested by supervisor
* Assist with overall Church/Office projects as requested by the Administrator
* Maintain a continuity/processes book for this position. Document processes and procedures to ensure continuity of task completion during Ministry Associate’s absence. Ensure a backup individual is assigned to this position and is trained

A person filling this position may be a church member and may freely decide to volunteer in a Church on Bayshore ministry.

**Supervisor:** Student Minister

**Type Position:** Part Time, Hourly, 16 hours per week