|  |  |
| --- | --- |
| **Job title** | Student Ministry Administrative Assistant and Girl’s Ministry Director |
| **Reports to** | Student Ministries Pastor |
| **🞏 Full-time****◼ Part-time Leadership – 25 hrs./wk.** | **◼ Salary****🞏 Hourly** | **Date Approved:**12/10/20 | **Last Reviewed:**10/19/20 |

**Job purpose**

The Student Ministry Administrative Assistant and Girl’s Ministry Director provides assistance in fulfilling the church mission and process of making disciples for Christ (CGI), leadership and direction specifically in the ministry of MS and HS girls, and assistance in all office and administrative areas of the Student Ministry.

**Duties and responsibilities**

* Coordinate with the Student Ministry Pastor an ongoing ministry to MS and HS girls that conforms to the philosophy and methodology of HHBC and the Student Ministry.
* Lead, direct, and help provide hospitality services such as greeting and welcoming, following up with visitors and prayer requests, and creating and maintaining an atmosphere that helps students feel like they belong.
* Assist in the planning and evaluation of the effectiveness of the ministry and suggest changes where appropriate.
* Provide spiritual nurture and counseling for students through biblical instruction and guidance.
* Help schedule and plan large- and small-scale events such as outreach projects, local trips, camps, and other student events as designated by the Student Ministries Pastor.
* Provide administrative support for and coordinate administrative aspects of Student Ministries (scheduling, receiving and responding to phone calls and emails, ordering and gathering materials and resources, drafting mass communication, maintaining meeting agendas, data entry and upkeep, receiving and recording payments, managing student accounts and other financial responsibilities of the ministry, etc.)
* Help with the creative aspects of ministry, including promotions, graphics, and other media.
* Minister to girls through home discipleship groups, one-on-one discipleship and mentoring, and weekly Life Group and Bible Study programming, and plan and teach in Student Ministry Bible Studies as needed.
* Recruit and develop volunteers to assist in the ministry to girls.
* Required to be present during youth services, programs, activities and events and must maintain regular church office hours during the week.
* Assist with other responsibilities, as the Student Ministries Pastor deems necessary.
* The Student Ministry Administrative Assistant and Girl’s Ministry Director is a member of the Student Ministries Staff and reports directly to the Student Ministries Pastor.

**Qualifications**

* Must be in agreement with the HHBC Constitution and By-Laws and sign the Church Membership Covenant.
* Must demonstrate the Staff Values of HHBC.
* Must bear witness to a clear testimony of salvation and biblical baptism.
* Must be committed to a growing relationship with Jesus Christ as Lord and Savior, actively engaged in spiritual growth and discipleship with clear evidence of the Spirit in their life.
* Should be creative, have a passion and heartfelt concern for students, be energetic, hardworking, and possess the ability to motivate others.
* Must be able to work efficiently and effectively in team situations as well as independently and communicate well.
* Must have experience with Microsoft Excel.
* Must be willing to learn data entry programs and utilize them effectively.
* Bachelor’s degree in a business or church ministry field preferred.
* Must have two years of experience working in the Student Ministry of a local church.

**Working conditions**

 Due to the active nature of working with students, there will be times when this position requires outdoor activity as well as late night or all night supervision resulting in loss of sleep and comfort.

**Physical requirements**

 Due to the active nature of working with students, there will be times when this position requires moderate to extensive physical demands. There will also be emotional and spiritual demands that will require this person to maintain a higher level of physical, emotional and spiritual health.

**Direct reports**

 Not applicable

**Confidentiality and Discretion**

The Student Ministry Administrative Assistant and Girl’s Ministry Director must maintain the confidentiality of personal church member information, as appropriate, which should only be discussed with pastors and church staff who need to know. Tact and discretion must be used in all dealings with church members and clients from the surrounding community to maintain a positive image of Hyland Heights Baptist Church and to represent our Lord and Savior Jesus Christ well.

I, ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby accept the position of Student

Ministry Administrative Assistant and Girl’s Ministry Director at Hyland Heights Baptist Church. I have read and agreed to each of the points and expectations set forth for me above and will perform all of the required tasks to the best of my ability as I serve this church and the Lord.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Candidate Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Pastor Date