**Mission:** See people changed by the gospel and living out their Christ-centered purpose

**Strategy:** Lead students and their families to #seetoit through regular participation in worship, community and service

**Position Title:** Student Ministry Assistant

**Position Objective:** Provide administrative support to student ministry teams and the people to whom they minister, providing them with the best opportunity to become fully-developing followers of Christ.

**Reports To:** Student Pastor

**Performance Evaluations Performed By:** Student Pastor

**Responsibilities:**

**%/Wk Hrs/Wk**

|  |  |  |
| --- | --- | --- |
| **ADMINISTRATIVE**   * - * - * - * - * - * - | --% | --  Hours |
| **MINISTRY**   * - * - * - * - * - * - | --% | --  Hours |
| **COMMUNICATION**   * - * - * - * - * - * - | --% | --  Hours |

**Other Expectations:**

* God connection emphasis (daily devotion, weekly worship attendance, regular scripture study & memorization)
* Support church mission, vision and strategy with a positive attitude and a strong work ethic
* During office hours:
* Be available for meetings as planned
* Maintain office hours (in conjunction with supervisor, determine appropriate quantity)
* Supervisor must be made aware of your whereabouts
* Expected Time Commitment – 40 hours/week
* Overtime must be approved by your supervisor

Signature Date