



Middle School Ministry Assistant Position Description

ACCOUNTABLE TO: Middle School Pastor

PURPOSE: To provide organization and assistant leadership to the Middle School Ministry.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Track all attendance patterns through and guide the ministry to respond accordingly.
 - Prepare and mail VIP packets to all visitors.
 - Work with Connect Group Leaders to respond to their group's trends.
 - Prompt Connect Group Leaders to contact missing students and report back.
 - Prepare and mail postcards to missing students.
 - Prepare rosters for Evangelism Training visitation.
- Track and secure all necessary paperwork from Middle School Ministry volunteers (background checks, leader applications, etc.)
- Track all life change decisions and guide the ministry to respond accordingly.
 - Work with the Education Department to document and process all decision cards in student profiles.
 - Provide decision info to the Middle School Pastor and pertinent Connect Group Leaders and track follow-through (baptism counseling, baptism, etc.)
- Manage the registration process for all events.
 - Create and process registration forms.
 - Process payments.
 - Form event groups and rooming assignments.
 - Work with the Middle School Pastor to create advertisement and registration timelines.
- Manage communication with students and families.
 - Answer Middle School Ministry emails.
 - Work with the Communications Department to manage the Spotswood Student website, social media profiles, and mail outs.
 - Create and send emails informing/reminding parents and students of upcoming events, current series, and important announcements.
- Reconcile and process receipts for Middle School Ministry credit card statements and receipt reimbursements.

- Manage Pastor School Visit Logistics.
 - Create, mail out, receive, and process School Visit Permission Forms
 - Contact schools to set up appointments and secure lunch times per the Middle School Pastor's direction.
 - Update School rosters.
 - Complete and email MSM School Report to Executive Assistant to the Senior Pastor.
- Coach and manage the Welcome Team to:
 - Organize and manage stock.
 - Welcome and manage visitors.
 - Straighten up facilities as necessary.
- Coach other leaders as assigned by the Middle School Pastor.
- Manage Connect Group Logistics.
 - Update room signs
 - Communicate curriculum as necessary with leaders (email, printouts, YouTube, jump drives, etc.).
- Work with Facilities Team to:
 - Secure facility approvals
 - Manage event set-ups
 - Request MSM facility maintenance
 - Manage MSM vehicle requests
- Manage Middle School Ministry events via Spotswood's calendar.
- Recruit and manage Student Ministry Office volunteers.
- Participate in Student Ministry Team meetings.
- Participate in Event and Curriculum Planning/Writing.
- Provides switchboard relief once weekly.
- Manage Inventory Trips for the Middle School Ministry (including event supplies).
- Work with outside vendors to manage housing, SWAG, transportation, etc. contracts for speakers and events.
- Manage Check-in for all Middle School Ministry events.
- Attend all Middle School Ministry events as Second in Command.
- Lead Leader Huddle once monthly (Sundays).
- Other assignments as required by the Pastor to Middle School Ministries

***This job does require physical labor. Must be able to lift 30 lbs with ease and handle light jogging.*