

Ministry Assistant to High School Student Pastor

Accountable To: Pastor of High School Ministries

Primary Duties and Responsibilities:

- To assist the High School Pastor in implementing the ministries and programs of the Student Ministry.
- Help plan yearly calendar and process all paper work for church-wide calendar, request vans/bus for use, room set-ups and AV requests.
- Keep and maintain well organized files for each High School event.
- Design and produce brochures as needed for special functions and church activities.
- Maintain current status of data contained in existing informational brochures, flyers, forms, etc.
- Assist in organizing and implementing all logistics for High School student events.
- Process purchase/funds requests, order literature when needed.
- Maintain High School Pastor's appointment schedule.
- Work closely with the High School Pastor in the development of new ideas and special projects.
- Oversee general office supply and order when needed, monitor classroom supplies.
- Recruit volunteers to help in the office.
- Complete all correspondence, i.e. letters, leadership birthday cards, get well cards and memos and maintain up-to-date and well organized files.
- Work closely with College & Singles and Middle School M.A. to achieve other office objectives.
- Receive and initiate calls, keep messages and return calls.
- Willing to obtain Public Notary certificate.

Ongoing weekly/monthly responsibilities:

- Update, publish and distribute weekly newsletter.
- Update, publish and distribute monthly parent newsletter.
- Collect all visitor forms and send welcome letter to each with enclosures.
- Update Got Life packets and print out directions for prospects (fall & spring semesters).
- Oversee High School Student ministry website.
- Oversee and administer proper follow-up for visitors.
- Pull up weekly student lesson, run-off and place in HS areas.
- Set up equipment and materials for teachers/leadership meetings and parent meetings. Take notes at meeting and send to all who could not attend. Purchase and set up snacks for these meetings if needed.
- Prepare needed materials and mail outs for any and all student events. (i.e. flyers, postcards, letters)
- Participate in switchboard relief.

Special events: (camps, ski trips, conferences, retreats, fundraisers, & mission trips) calendar, make reservations with site, charter buses/vans, advertise, keep track of reservations & collecting of monies, prepare materials needed.

**** Note: This position requires a high level of confidentiality. ****