

# High School Ministry Assistant

Spotswood Students | Position Description

## Title of the Position

High School Ministry Assistant

## Reports To

High School Pastor

## Peers With

Administrative Assistants and Ministry Assistants

## Position Type

Part Time, 34 hours/week

## Purpose of the Position

To provide organizational and assistant leadership to the High School Ministry in order to accomplish the mission and vision of Spotswood Baptist Church.

The High School Ministry Assistant is responsible for executing administrative and ministry responsibilities pertaining to the weekly and special events of the High School Ministry.

## Measuring Effectiveness

Effectiveness will be measured by the quality and timely completion of administrative tasks for the High School Ministry and its events/programs.

## Primary Duties and Responsibilities

- Keep track of High School Ministry event attendance patterns and guide the ministry to respond accordingly.
  - *Produce a weekly report for the High School Pastor to review.*

- *Prompt Connect Group Leaders to contact students who appear to be disengaging based on their attendance.*
- *Prepare and mail postcards to disengaged students.*
- Oversee and manage the VIP (visitor) process for the High School Ministry.
- Track all “decisions” and guide the High School Ministry to respond accordingly.
- Track and secure all necessary paperwork from High School Ministry volunteers (background checks, applications, leader agreements, etc.).
- Create and manage the registration and payment process for all High School Ministry events.
- Form event groups and rooming assignments for High School Ministry related events.
- Work with the High School Pastor to create advertisement and registration timelines for High School Ministry events.
- Manage Spotswood’s communication efforts with students, leaders, and families, including making and receiving phone calls, generating mail outs, sending regular emails, crafting mass texts, and working with the Communications Dept. to regularly update and post to the Student Ministry website and social media profiles.
- Process all High School Ministry related credit card statements and process receipt reimbursements.
- Assist in coaching and managing the Midweek Team and Engage Team to
  - *Organize and manage stock, as well as make purchases for the HS Ministry.*
  - *Welcome and manage visitors.*
  - *Set up, decorate, and straighten up for events, as necessary.*
- Create and update room signs.
- Communicate curriculum with leaders (email, printouts, YouTube, jump drives, etc.).
- Secure facility approvals and set-up from the Facilities team for upcoming events.
- Make facility and tech requests for the High School Ministry.
- Submit event dates for calendar approval.
- Manage contracts with outside vendors (buses, t-shirts, retreat locations, speakers, etc.)
- Recruit and manage Student Ministry Office volunteers.
- Participate in Student Ministry Team meetings.
- Participate and contribute to event planning.
- Manage check-in and administrative tasks for all High School Ministry events.
- Attend all High School Ministry events as Second in Command.
- Other assignments as required by the Pastor to High School Ministries
- **NOTE:** This job does require physical labor. Must be able to lift 30 lbs with ease and handle light jogging.

# Weekly Hour Breakdown

- **5 Hours - Ministry Environment Presence**
  - *3 Hours - Midweek*
  - *2 Hours - Connect Groups*
- **3 Hours - Student Ministry Meetings**
  - *2 Hours - Student Staff Meeting*
  - *1 Hour - High School Staff Meeting*
- **15 Hours - Special Event Planning**
  - *Connect Group Leader Trainings (Aug & Jan)*
  - *Promotion Sunday and Wednesday (Aug)*
  - *Parent Orientation (Sep)*
  - *Deacon / Widow Events (2x/yr)*
  - *Intern Ministry Fair (Oct)*
  - *Grace Retreat (Oct)*
  - *Front Lawn Events (5x/yr)*
  - *Student Prayer Gatherings (4x/yr)*
  - *Leader Christmas Party (Dec)*
  - *Mission Trip Trainings (4x/yr)*
  - *Grad Sunday (May)*
  - *VBS (Jun)*
  - *Camp (Jun)*
  - *Mission Trip (Spring Break or Summer)*
- **11 Hours - General and Weekly Administrative Work**
  - *Communication (Emails, Phone Calls, Texts, etc.)*
  - *Credit Card Statement Reconciling*
  - *Pastoral Calendar Management*
  - *Visitor Onboarding Process*
  - *Student Profile Management in Spotswood Connect*
  - *Student Prayer Gatherings (4x/yr)*
  - *Connect Group Material Production*
  - *Admin Meeting*
  - *Engage Team Management*
  - *Supple Restocking*