

First Baptist Church  
Keller, Texas

Ministry Assistant – Student Ministry

**Job Description**

**Supervisor:** Minister to Students – High School and Minister to Students – Middle School

**Function:** The Ministry Assistant is responsible to both Ministers to Students and the church for the development, implementation and administration of the youth ministries of the church. Working with church members, committees and staff to achieve the goals of the church in the multi-faceted areas of youth ministry, the Ministry Assistant would be responsible for all support necessary in the youth ministry office.

**General Requirements:** The Ministry Assistant shall have a personal relationship with Jesus Christ, and a calling to ministry as evidenced by a daily walk with the Lord and a passion for the advancement of the ministries of the church. Specifically, the heart and passion of this person should be to Exalt the Savior, Evangelize the Lost, Encourage the Believers, and Equip the Saints. The Ministry Assistant should have skills, abilities, aptitudes and experience that would lead to executing all administrative needs in the youth ministry office as assigned by the Ministers to Students.

**Specific Responsibilities:** Reception in the youth ministry office including answering phone calls and greeting and assisting people; collecting and posting payments as well as making deposits for activities and special events; translating the weekly attendance sheets for inreach and outreach purposes; assimilating guest cards from Sunday mornings and Wednesday nights for outreach purposes; assisting with publishing a weekly Student Impact newsletter and a monthly parent newsletter; copying and laminating resources for youth ministries; placing orders for all resources and supplies as needed; filling any clerical needs such as mailing labels, postcards, and mail outs; and assisting in aiding both Ministers to Students and associates in all other administrative needs as necessary.

**Other Responsibilities:**

Enforce and Maintain all policies and procedures of the church.

Be a contributing member of the staff by fostering cooperation, teamwork, respect, trust and dependability within the church staff.

Be a contributing member of the staff by faithfully radiating energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord's work at First Baptist Church Keller.

Be a contributing member of the church, endorsing and supporting the Church's Purpose statement, the Church's Constitution and Bylaws, and the Statement of Faith as it appears in the church constitution.

Other duties as assigned by the Ministers to Students.