



JOB DESCRIPTION

Position Title: Student Ministries Coordinator

Reports to: Lead Student Pastor

Campus: All

Status: Full-time, Non-Exempt

Schedule: Monday – Thursday

Position Summary: Provide timely, efficient, and accurate administrative services to the Student Ministries team, servant leaders and congregation that is consistent with Central's vision and core values, and support the Lead Student Pastor.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- Support Lead Student Pastor and Student Ministries team.
- Supervise and direct Student Ministry Assistant.
- Be the primary source of information about the Student Ministries.
- Maintain and respond appropriately to inquiries concerning the Student Ministries.
- Set up and support Student Ministries events and camps, including creating all activity request forms.
- Communicate with Pastors/Directors/Servant Ministers.
- Help provide a friendly, inviting, welcoming environment in the office.
- Order resources for Student Ministries.
- Process all department check requests.
- Reconcile of Lead Pastor's credit card.
- Assist and help maintain budget for four campuses.
- Run monthly budgeted financials for Student Team.
- Maintain monthly statistics sheets and run additional status reports as needed.

Knowledge, Skills and Experience:

- Excellent communication skills
- Ability to organize and respond promptly to multiple priorities and requests are essential.
- Must have strong Excel and Microsoft Word skills.

Personal Expectations:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Staff Expectations:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements:

While performing the duties of this job, the employee is required to stand, walk, sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift, carry, push, and pull objects weighing up to **twenty** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.