



JOB DESCRIPTION

Position Title: Student Ministries Assistant

Campus: Gilbert

Reports to: Lead Student Pastor

Status: Part-time, Non-exempt, 20 hrs./wk.

Position Summary: To 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.

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

Responsibilities:

- Be the primary source of information about the Student Ministries.
- Maintain and respond appropriately to inquiries concerning the Student Ministries.
- Support student ministries events and camps.
- Create brochures, flyers, booklets, handouts, and publications as needed.
- Maintain Student Ministries contact sheets for Life Groups.
- Retrieve attendance stats from Church Metrics and then e-mail and update the final counts weekly.
- Assist in servant minister training for check-in system, implement and maintain system.
- Make sure count cards and programming materials are ready for the weekend.
- Process files for Servant Minister Applications.
- Support the student team Pastors/Directors.
- Check and return phone messages and calls/check and return e-mails.
- Communicate with Pastors/Parents/Servant Ministers.
- Help provide a friendly, inviting, welcoming environment in the office.
- Order resources for Student Ministries.
- Schedule Here's the Deal (baptism class) and baptism events.
- Count and deposit offering.
- Update the CSM Text Messaging service.
- Other duties as assigned

Knowledge, Skills and Experience Required:

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

Role model in personal life:

- 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.

Model biblical integrity in all things:

- 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 occasionally 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 or move up to **twenty-five** 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.