

GRACE BIBLE CHURCH

Student Ministry Administrator

JOB DESCRIPTION

JOB OVERVIEW / OBJECTIVE

The Student Ministry Administrator is responsible for providing administrative support for the Student Ministry by working alongside the Student Ministry Pastor, including support to students and their parents as well as helping to develop Student Ministry volunteer teams.

JOB CATEGORY

Part-time Hourly (25 hours per week), non-exempt
Monday - Thursday

PRIMARY DUTIES & RESPONSIBILITIES

- Participate in all levels of Leadership including providing support to the Student Ministry Pastor in developing small group leaders, coaches, and special events coordinators
- Greets students, parents, and volunteers in the Student Ministry office and assists them with immediate needs
- Coordinates Student Ministry mail-outs/mass emails
- Data entry and updates in Planning Center regarding student and parent information
- Creates and oversees Planning Center registrations for Student Ministry events
- Establishes a system and tracks new group leader and other volunteer onboarding (background checks, completion of ministry safe, added to PC Group, etc).
- Processes First-time guests for Sunday Mornings
- Provides administrative support for Student Ministry events
- Tracks weekly student attendance in groups and Sunday morning
- Prepares weekly leader resources
- Maintains building usage within Student Ministry area
- Orders and maintains supplies for Student Ministry and ensures Student Ministry office area has an orderly appearance
- Meets weekly one-on-one with the Student Ministry Pastor and attends monthly Grace Bible Church staff meetings

- Turns in credit card receipts on a weekly basis
- Any other assignments the Student Ministry Pastor deems necessary

GRACE STAFF EXPECTATIONS

- Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines
- Embody Christlikeness and leads with humility, character, and love
- Demonstrate commitment to unity and willingness to work in a collaborative team environment, thus working to put off gossip and any form of divisiveness
- Be personally engaged with Grace's mission, vision, and strategy
- Support Grace's beliefs, values and practices as outlined in the Doctrinal Statement
- Maintains annual Ministry Partner agreement
- Remain up to date on all activities and ministries going on at Grace to disseminate general information when needed.

MINIMUM QUALIFICATIONS

- High School diploma required; advanced education preferred
- 1+ years of experience working on a team, developing volunteers, and/or leadership
- 1+ years of experience in Student Ministry

CORE COMPETENCIES AND GIFTINGS

- Ability to organize, detailed-oriented, and self-starter
- Ability to communicate efficiently and build relationships with staff and volunteer teams you oversee
- Excellent relational skills
- Ability to work collaboratively and communicate effectively with individuals and team members at all levels
- Professional and proactive work ethic, can see the potential for issues and prevent them with a proactive mindset
- Strong organization skills
- Willingness to be flexible, grow, and support in other areas as needed
- Experience with various software including Microsoft 365, Planning Center, and Canva