

Title: Student Ministry Associate
Reports to: Student Minister
FLSA Status: Exempt
Approved By: Rose Rodriguez
Approval Date: 9.17.25



HOUSTON NW CHURCH

POSITION OVERVIEW

The Student Ministry Associate, in collaboration with Houston Northwest Church (HNW) leadership, staff, and parents, is responsible for assisting the Student Ministry Team in creating a healthy student ministry culture for 6th to 12th graders, that involves worship, discipleship, community and mission. By demonstrating a biblical worldview, Christian lifestyle, and mission, this position will be a leader who is committed to, and supports, the philosophy and mission of Houston Northwest Church and its leadership team. Furthermore, the Student Ministry Associate is responsible for supporting the administrative and ministry needs of the Student Ministry.

To be successful in this role, a candidate must be highly organized with strong attention to detail upholding the mission, vision, and values of HNW. Additionally, the Student Ministry Associate will be charged with cultivating exciting environments where new students can find a place in the Kingdom of God and all students can become more like Jesus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identifies and invests in students within HNW Student Ministry.
- Assist in the planning of high school and middle school events, including contributing to games, ideas, as well as executing the program within those events.
- Shepherds the spiritual lives of students through teaching devotionals and messages at hangouts, Sunday morning, and/or small group time.
- Assume responsibilities of tasks and roles given by Student Minister. These events include Sunday morning, Sunday night (high school nights), Wednesday night (middle school nights), grade level hangouts, special occasion parties, retreats, back to school events, senior promotions, summer camp, etc.
- Expected to have connections with volunteers and parents as well as a focused age group of students they are leading. The Student Ministry Associate is expected to follow up with and engage with these groups as faces of HNW's Student Ministry.
- Initiates outreach opportunities by meeting students outside the walls of planned church program. (ex: going to high school games, homecomings, eating meals with students, seeing movies, etc.) Specifics on how to do this within our safety and accountability policy will be provided.
- Assist Student Ministry Team with stewardship and vision of church property, specifically the Student Building.
- Expected to take ownership of their spiritual life. Must recognize the importance of building your personal relationship with Jesus, walking by the Spirit, and knowing the Word of God as critical for fruitful ministry.
- Manage Student Ministry calendar and communication requests.
- Planning and management of various meetings, special events, etc.
- Place book/supply orders for the Student Ministry.
- Submit forms for various needs (PO requests, check request, communication requests, etc.).

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- Oversee weekly service plans and manage presentations for student services.
- Coordinate ministry leader/volunteer schedules & communication
- Provide overall administrative support for Student Ministry.

REQUIRED QUALIFICATIONS

- Bachelor's degree by an accredited college/university, or equivalent vocational ministry experience.
- 3-5 Years of full-time ministry experience leading Student Ministry.
- Devoted Christ-follower with the heart of a shepherd who can effectively articulate the gospel.
- Ability to effectively make disciples of students.
- Experience in creating safe, relational, and fun environments for students.
- Strong written and verbal communication. Must be comfortable, confident, and able to effectively communicate with parents.
- Ability to connect and engage with parents in the spiritual formation of students.
- Must be a team player, committed to team unity and swift conflict-resolution, and willing to assist the greater HNW staff as needed.
- Ability to build and develop strong teams.
- Strong time management skills, organization, and attention to detail.
- Proficient use of technology including Microsoft Office, internet, social networks, texting, etc., with the ability to adapt to new technology and systems as needed.
- Experience with Pro Presenter a plus.
- Models' standards and expectations of staff members within HNW including membership and worship attendance at HNW, small group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness.
- Ability to coordinate multiple activities at once and quickly analyze and resolve specific problems.
- Ability to perform well with distractions & interruptions.
- Strong written communication skills.
- Proper editing and proof-reading skills.
- Excellent oral communication
- Comfortable with and able to communicate effectively in both small and large group environments.
- Proven ability to receive and properly handle highly sensitive and confidential information.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.