

JOB DESCRIPTION

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STUDENT MINISTRY ASSISTANT

**OVERVIEW**

**Purpose and Primary Responsibilities:** The Student Ministry Assistant—a female ministry leader—supports the student ministry by building relationships with students, assisting with teaching and outreach, coordinating and chaperoning events and trips, providing administrative and logistical support, and offering intentional, gospel-centered ministry to the girls of the ministry while contributing to the overall spiritual growth and care of all students.

**RESPONSIBILITIES**

* *﻿﻿*Lead a small group.
* ﻿﻿Rotate between Life Groups and sub if/when needed on Sunday mornings.
* ﻿﻿Chaperone and help plan for student trips including but not limited to: Middle School Lock-In, HS Fall Retreat, Christmas Chaos, HS Mystery Trip, summer camps, mission trips, etc.
* ﻿﻿Reach out to students who have been absent for several weeks
* ﻿﻿Meet up with students in the ministry for spiritual check-ins, Bible studies, and to build relationships.
* ﻿﻿Teach occasionally on Sundays and Wednesdays.
* ﻿﻿Help plan and lead in outreach events as assigned.
* ﻿﻿Welcome visitors on Sunday mornings and Wednesday nights, and follow up with them throughout the week.
* Provide in-office administrative support for the student ministry, including planning and coordinating logistics for events, trips, and weekly ministry activities.

**REQUIREMENTS**

* ﻿﻿A personal relationship with Jesus Christ
* ﻿﻿Adhere to the doctrine of Belle Aire Baptist Church as articulated in the Baptist Faith and Message 2000.
* ﻿﻿Be theologically sound and knowledgeable of Scripture.
* ﻿﻿Be a person of sound Christian character whom students can look to as a role model.
* ﻿﻿Be a person who excels in fostering relationships with middle and high school girls and making them feel welcomed and valued.

**DETAILS**

* Part-time (15-20 hourse/week)
* Reports to: Student Pastor