



# HILL COUNTRY

## BIBLE CHURCH

### **JOB DESCRIPTION**

### **STUDENT MINISTRY ADMINISTRATIVE COORDINATOR**

Job Classification: Full Time; Exempt

Date: November 2021

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. Students (High School and Middle School) are equipped to establish, strengthen, and rely on a personal, lifelong relationship with Jesus Christ.
2. Effective administrative support for the Student Ministry (SM) team that advances the vision
3. A positive and joyful attitude is recognized by parents, leaders, staff, volunteers, and participants in SM as they receive world-class customer service and assistance.
4. The Ministry Plan and Purpose is being advanced and “real time requests” receive timely responses
5. Student Ministries is focused on gospel saturation, disciple making (Fully Formed Followers), small group community, leadership development and resourcing parents as the primary disciple makers of their students
6. Thoughtful communication and effective follow-up to parents, leaders, guests, and students

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Own the administrative responsibilities for the ministry as you support staff and volunteer leaders
2. Oversee follow up processes for students, leaders, first time guests and students that are disconnected from SM.
3. Create, compile and document weekly guest forms and attendance (Sunday Afternoon Small Groups).
4. Help train SM leaders on process and standards for gathering contact information
5. Envision SM leaders to view guests as “the one” that God brought to our doors to welcome, serve and love authentically
6. Point of contact for SM adult leader table for each SM venue on the LL Campus.
  - a. Provide spiritual curriculum and resources for leaders for success on Sunday and throughout the week
7. Oversee Communication for Student Ministry (work with SM Team to gather insight and information)
  - a. Monthly SM newsletter created and emailed. Any other communication to SM leaders, parents, or students
  - b. Edit, post, and distribute weekly Sunday Small Group Guide
8. Oversee Event Coordination and details, including keeping the website and calendar up-to-date
  - a. Provide communication to parents and leaders for events
  - b. Reserve rooms/dates, project management, and inputting events/meetings into Service U for SM
9. First point of contact for parents, SM leaders, Website entries and Connect Cards; engage with people who want to serve/get information on SM; personally respond and connect to other ministries as needed for next steps.
10. Provide and track Touchpoint database updates for SM
11. Run on-line background checks and ministry safety trainings for volunteers and keep all documents up to date
12. Oversee deposits/reimbursements for SM and reconcile credit cards and budgeting
13. Serve as Backyard Bible Club Curriculum Supplies Coordinator – ordering, organizing, and assembling all supplies
  - a. Coordinate the packing of the supply bins prior to Boot Camp, retrieving them from storage, stacking, hauling, sorting; involve volunteers as applicable
  - b. Work the week of clubs to ensure all teams have what they need
14. Serve as an active member of our SM team and overall staff team – engage in church-wide initiatives and special events as well as participate in a variety of weekly meetings

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Mature follower of Christ who sees themselves as an owner of the mission, vision, and values
2. Theologically aligns with the core beliefs and becomes a church member within 3 months of hire
3. Competent computer skills (Word, Excel, Outlook) with ability to learn new programs such as Planning Center Online, Touchpoint and Service U
4. Ability to multitask in a fast-moving environment; good manager of time with the ability to prioritize workload
5. Highly relational, people person – displays a welcoming disposition as a first point of contact and great with customer service and follow through
6. Able to lift tables, chairs, boxes and more (up to 30 lbs.+) while meeting physical demands for about 20% of working hours (unpacking, sorting, carrying, standing, bending, etc.)
7. SM events require availability on some weekends, Sundays, overnight, and some weekday evenings as needed.

### **CULTURE AND CLIMATE:**

1. Position reports to Student Ministry Director as part of the Student Ministry Team
2. Staff culture is goal-oriented, collaborative, with accountability; priority of personal evangelism
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors