



MINISTRY ASSISTANT POSITION DESCRIPTION College & Young Adult Ministry

Status: Part-Time (5 hours / week, non-exempt)
Reports to: Lead Pastor

Mission, Vision and Values of Grace Church

- **Mission** – To glorify God by making disciples of Jesus Christ and living out the Gospel together
- **Vision** – To be a growing fellowship of believers (Acts 2:24-27) who are being transformed by Jesus (Mark 1:17) and empowered by the Holy Spirit (Acts 1:8) to make disciples (Matthew 28:19-20)
- **Values** – Christ-centered | Spirit-led | Rooted | Generous | Faithful

About This Role

The **College & Young Adult Ministry Assistant** is a 5-hour-per-week ministry role focused on **launching and building Grace Church's ministry to college students and young adults from the ground up** through relationships, gatherings, discipleship, outreach, and connection into the life and mission of Grace.

Primary Responsibilities and Tasks

The primary focus of this position is to **connect, gather, and disciple college students and young adults already connected to Grace while building the foundation for a growing ministry.**

1. **Connect & Build Relationships** — Identify and personally connect with college students and young adults at Grace, building genuine relationships and helping them connect with one another.
2. **Gather Weekly** — Develop and lead a simple, consistent weekly gathering that creates community, belonging, and spiritual growth.
3. **Bible Study & Discipleship** — Lead young adults in Scripture, prayer, conversation, and practical discipleship that helps them grow in their relationship with Jesus.
4. **Build a Core Community** — Rally a core group of young adults who regularly participate, invite others, and begin taking ownership of the ministry.
5. **Connect to Grace** — Help young adults become increasingly connected to worship, relationships, serving opportunities, and the overall mission of Grace.
6. **Communicate & Coordinate** — Maintain simple communication with the group and meet regularly with the Lead Pastor to pray, evaluate, and plan next steps.

Initial Goal: Start small and build relationally: gather the young adults already around Grace, create a consistent community centered on Jesus, and develop a core that can eventually reach and invite others.

Strengths & Skillset

1. **Relational Connector** — Naturally builds relationships, brings people together, and helps others feel known and included.
2. **Spiritual Maturity & Discipleship** — Growing relationship with Jesus and able to lead Scripture, prayer, and meaningful spiritual conversations.
3. **Initiative & Ownership** — A self-starter who can take an idea, organize it, and make it happen without needing constant direction.
4. **Engaging Leadership** — Able to rally young adults, create energy around a gathering, communicate clearly, and encourage participation.
5. **Dependability & Follow-Through** — Consistent, organized, responsive, and trustworthy with the limited hours available.

Team Relationships

This position is accountable to the Lead Pastor. This position works closely with the ministerial/staff teams.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Grace Church.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second (if applicable), your children third (if applicable) and the ministry fourth.
- Conduct must be in full accordance with the Essential Tenets and Polity of the Covenant Order of Evangelical Presbyterians (ECO) – visit [Publications — ECO Theology \(theology-eco.org\)](https://www.theology-eco.org/).
- Exhibit personal generosity to Grace Church through giving of time, talent and treasures.
- Be loyal to the vision and staff of Grace Church and always protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Adhere to the precepts of the employee handbook.
- Achieve agreed upon goals

Schedule

This is a part-time, hourly position averaging 5 hours per week, depending on the ministry's needs and seasonal programming. The schedule will generally include weekday ministry support, may include Sunday morning activities, and occasional evening and/or weekend events. Additional hours may be required for events. Most work will occur on-site at Grace Church.