



STUDENT MINISTRY ASSISTANT

JOB DESCRIPTION

Supervisor's Title: Student Pastor

Position Type: Full-Time, Hourly, Non-Exempt, Non-Ministerial

Location: PaulAnn Church Campus

General Summary

The Student Ministry Assistant provides support to the Student Ministry Department, helping ensure the ministry operates effectively and efficiently. This position combines strong organizational and administrative skills with a heart for serving students, parents, volunteers, and staff. The Student Ministry Assistant helps create an environment where students can grow in their relationship with Christ by supporting the planning, communication, and execution of weekly gatherings, events, and ministry initiatives. The ideal candidate is organized, dependable, collaborative, and able to manage multiple priorities in a fast-paced ministry environment.

Job Duties & Responsibilities *(Including, but not limited to):*

- Help create a welcoming, safe, and engaging environment for students, families, volunteers, and guests during Student Ministry gatherings and events.
- Assist in the planning and execution of weekly services, camps, retreats, mission trips, and other Student Ministry events.
- Build positive relationships with students, parents, volunteers, and guests while representing PaulAnn Church with Christ-like character and professionalism.
- Support the onboarding and engagement of new students and families through hospitality, registration, communication, and follow-up.
- Serve alongside staff and volunteers to ensure ministry activities are well-organized, students are cared for, and volunteers are equipped to serve effectively.
- Support and promote the mission, vision, values, and culture of PaulAnn Church in all aspects of ministry.
- Provide administrative support to the Student Pastor through scheduling, calendar management, correspondence, planning, and special projects.
- Maintain accurate student and volunteer records, attendance, registrations, and communication within church management systems and ministry software.
- Prepare ministry resources and communications, including printed materials, digital content, social media updates, and event information.
- Assist in keeping Student Ministry facilities and storage areas neat, stocked, and organized
- Coordinate volunteer administration, including background checks, MinistrySafe training, scheduling, and ministry communications.
- Assist with event logistics, including registrations, check-in, room setup, supply management, financial processing, and follow-up.
- Perform other duties as assigned by the Student Pastor.

Qualifications

Education and/or Experience *(One or more of the following preferred)*

- High school diploma or equivalent.
- 3 years related experience and/or training preferred.
- Associate degree or bachelor's degree preferred.



- Equivalent combination of education and experience.

Knowledge and Skills

- Proficient computer skills, including Microsoft 365 (Teams, Word, Excel, Outlook) and macOS.
- Ability to learn and effectively use church management and ministry software, including Fellowship One, Planning Center, and other digital platforms.
- Strong written and verbal communication skills with excellent grammar, spelling, and attention to detail.
- Excellent organizational and time-management skills with the ability to prioritize multiple projects and meet deadlines.
- Strong interpersonal skills with the ability to build positive relationships with students, parents, volunteers, staff, and church members.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work effectively in a team environment while taking initiative and working independently.
- Ability to read, interpret, and apply church policies, procedures, and ministry guidelines.
- Demonstrates flexibility and a willingness to assist wherever needed to support the mission of Student Ministry.

Personal Characteristics

- A passionate Christ-follower who is spiritually mature, trustworthy, humble, and teachable.
- A collaborative team player.
- An engaging communicator who is relational and listens well.
- Action-oriented with a great work ethic, responsibility, organization, and diligence.
- Demonstrates trustworthiness and integrity as a member of the staff.
- Must be a PaulAnn member who is connected to the life of the church and in agreement and commitment to the church's theology, mission, values, and culture.

Physical Requirements:

- This position may require long periods of sitting or standing.
- This position occasionally requires lifting up to 25 lbs