

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Ministry Assistant

Department: GROW

Hired By: Minister of Young Adults

Reports To: Minister of Young Adults

Campus: Cypress

Status: Full-time

Employment Category: IV

Summary of Position: This position will be responsible for assisting and undergirding the areas of ministries that are overseen by the Minister of Young Adults, and this position serves primarily as the Assistant to the Minister of Young Adults.

Duties and Responsibilities:

1. To maintain a growing relationship with the Lord
 - a. As a representative of the Houston's First at Cypress Campus, the Ministry Assistant will be expected at all times to be godly, effective and excellent.
2. Ministry Assistant to Young Adults
 - Serve as the primary support personnel to the Minister of Young Adults
 - Be the gatekeeper of correspondence for the Minister of Young Adults
 - Create and maintain a record-keeping system for college ministry and young adults
 - Assist the Minister of Young Adults with the planning, preparation, and execution of any events, conferences, and travel arrangements
 - Preparation and execution to include events outside regular office hours, including but not limited to weekly worship gatherings and evening or weekend events
 - Main line of communication with Lonestar College
 - Create and maintain communication pathways for leadership and pathmaker teams
 - Prepare for meetings for which the Minister of Young Adults is responsible for leading
 - Maintain receipts and expenditures (related to the ministries overseen by the MYA) to be reconciled monthly and be prepared to discuss budget items as requested
 - Assist with arrangements for all ministry related programs and special events
 - Attend any staff meetings or gatherings as required
 - Procure ministry supplies when needed
 - Other duties will involve assisting the Minister of Young Adults with special projects as needed

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒ Language skills

☐ Math skills

☒ Reasoning ability

Computer skills:

☒ Windows

☒ Mac

☒ MS Office

☒ MS Outlook

☒ Other: In-house software (will be trained after hire)

☒ Administration

☒ Service to others

☒ Teacher/Leader

☒ Good Communication skills

☒ Team builder

☒ Self-disciplined

☒ Servant leader

☒ Decision maker

☒ Strong work ethic

☒ Empathy for ministry partners

☒ Attention to detail

☐ Other: Click here to enter text.

Education and/or Experience: Select all that apply

☐ College graduate preferred

☒ Administrative Experience

☐ Personnel Management

☒ Church Staff experience preferred

☐ Other: Click here to enter text.

Organizational Relationships: Reports to Minister of Young Adults

Working Conditions: Select all that apply

☒ 40 hour work week

☒ Additional hours as needed

☒ Occasional off campus activities

☐ Continuing Education

☐ Specialized training

☒ Occasional travel

☐ Other: Click here to enter text.

Prepared By: Daniel Champagne

Title: Minister of Young Adults

Date Prepared or Revised: April 10, 2023

Signature of preparer: _____