

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Student Ministry Associate

Department: Grow

Hired By: Cypress Director of Student Ministries

Reports To: Director of Student Ministries

Campus: Cypress

Status: Full Time Exempt

Employment Category: IIIB

Summary of Position: The Student Ministry Associate will be responsible for oversight of the Middle School Ministry at the Cypress Campus as well as assisting and undergirding the areas of ministry that are overseen by the Cypress Campus Minister to Students.

Duties and Responsibilities:

- a. Build relationships with students, volunteers and community leaders, both on and off campus, to promote and further excellence in ministry.
- b. Actively pursue opportunities to personally disciple students and share the gospel.
- c. Regularly teach/lead in the HUB Cypress LBS, as well as at Metro programming.
- d. Assist with planning, promotion, execution, and leadership for all ministry related programs, Bible studies, meetings and special events (including trips and retreats).
- e. Attend and be prepared for all meetings, retreats, student outings/trips and conferences deemed beneficial by the Student Minister.
- f. Participate in the recruiting, training and leadership of HUB volunteers, summer interns, and Catalyst leadership.
- g. Act as an extension of the Student Minister for students, families, and volunteers in normal circumstances, at designated events, and in written communication for the ministry.
- h. Participate in oversight of social media platforms through creation and publication of content
- i. Other duties as assigned.

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

Qualifications:

- a. Passion for developing relationships with students between the ages of 11 and 19 for the purpose of discipleship and spiritual growth.
- b. Ability to address issues of conflict in a direct and Christ-like manner.
- c. Ability to complete ministry tasks according to established deadlines.
- d. Ability to work and multi-task with professionalism, confidentiality, and flexibility.
- e. Ability to communicate effectively and professionally in all oral and written communication.

- f. Professional and positive presence and appearance.
- g. Ability to plan and organize with a high level of detail.
- h. Ability to self-start and prioritize work as provides the greatest benefit to the ministry.
- i. Team player mentality with ability to build new teams.

Skills Requirements: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills | <input type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills: | <input type="checkbox"/> Windows | <input checked="" type="checkbox"/> Mac |
| | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |

☐ Other: [Click here to enter text.](#)

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

☐ Other: [Click here to enter text.](#)

Education and/or Experience: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. | |

Organizational Relationships: Reports to Cypress Director of Student Ministries

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |

☐ Other: [Click here to enter text.](#)

Prepared By: Tommy Kersten

Title: Director of Student Ministries

Date Prepared or Revised: June 1, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name