

TRINITY BAPTIST CHURCH – KERRVILLE, TX

JOB DESCRIPTION

Assistant to the Minister of Youth

Direct Supervisor: Minister of Youth

Associate Supervisor(s): Minister of Business Administration

Employment Category: Regular Part-Time (32 hours), Non-Exempt

Principal Function:

This position is to assist the Youth Minister in fulfilling the ministry assigned to him by the church.

Specific Qualifications:

- Be able to work proficiently in Microsoft Word and Canva, and capably handle the internet and email.
- Have a working knowledge of Microsoft Excel and Publisher.
- Be willing to train on and utilize a variety of ministry specific computer programs.

Duties & Responsibilities:

Youth

- Copy/organize and distribute literature for youth small group leaders.
- Create and distribute Youth Ministry calendars.
- Create and schedule weekly and bi-weekly emails for the Youth Ministry.
- Create and administer a bi-monthly Sunday School donut provider list and mail out reminder cards.
- Type letters for Youth Minister as needed.
- Prepare and mail birthday cards from the Youth Minister to youth.
- Create and print flyers for the youth ministry as needed.
- Maintain the Youth Ministry table with calendars, devotion books, and other information.
- Enter visitors' names, addresses, and other information utilizing Shelbynext.
- Maintain event reporting within Shelbynext.
- Track youth ministry event monies; accepting, coding, and placing payments into the church office drop safe.
- Work with the Youth Minister to create, schedule, and maintain program elements through Planning Center Online.
- Assist the Youth Minister in communicating with small group leaders.
- Update the Youth Ministry Page on the church website with registration links and updated photos and update the Youth Ministry App.
- Maintain Youth Ministry social media channels

General Staff

- Check and handle mail, email, and phone messages daily.
- Attend all regular and special staff meetings.
- Greet and assist office visitors and answer main phone as necessary.
- Always exhibit a friendly and courteous manner.
- Work and interact cooperatively with church members, ministerial staff, and church staff.
- Demonstrate flexibility in schedule and responsibilities.
- Maintain confidentiality and trust.
- Assist with general staff office responsibilities, perform backup responsibilities, and assist with office work requests as needed and as assigned.
- Adjust regular work schedule to provide general office coverage and backup due to office staff vacations and other scheduled or non-scheduled absences.

Other Duties & Responsibilities

- Other ministry related duties as assigned by supervisors.