



JOB DESCRIPTION

STUDENT MINISTERIAL ASSISTANT, NICEVILLE CAMPUS

Position Title:	Student Ministerial Assistant (Part-Time; Non-Exempt Position)
Date:	February 2025
Supervisor:	Student Minister, Niceville Campus
Purpose:	To provide administrative support for the Crosspoint, Niceville, Student Ministry (5th-12th grade), enabling the Student Ministry team to create a vibrant, Christ-centered environment where students can grow in their faith and connect with God and each other.

PRIMARY DUTIES:

1. Assist in the planning and execution of Student Ministry programs (Middle School and High School), ensuring seamless logistics and an enriching experience for all participants.
2. Being present at the start of programming (Wednesday night and Sunday night) to ensure new students are welcomed and entered into the database correctly.
3. Executing all administrative responsibilities with events and retreats (WKNDs, Mission NW, Fall Launches, etc.), including but not limited to maintaining clear and positive communication with vendors, ensuring smooth and efficient event operations.
4. Assist in executing publicity requests (e-newsletters, graphics, promotional materials, signage, etc.), ensuring clear and consistent communication about Student Ministry activities.
5. Organize and update Student information and attendance in Shelby Next Membership and Church Metrics.
6. Manage the logistics of programs and events by inputting and keeping up to date ESPACE bookings.
7. Manage accounts payable and receivable, including check requests, church credit card transactions, and budget transfers, using Shelby Financials and Shelby Next with accuracy and integrity.
8. Respond to inquiries (phone, email, in person, etc.) about Student Ministries with warmth, punctuality, and helpfulness.
9. Prepare and maintain records for all student ministry volunteers, including background checks, ensuring a safe and secure environment for students.
10. Order and maintain supplies, ensuring the ministry team has the resources needed to effectively serve students.
11. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Live out Crosspoint's Vision of multiplying yourself
2. Active participation in the life of Crosspoint Church and Student Ministry.
3. A passion for student ministry and a desire to see students grow in their faith.

4. Ability to work collaboratively with team members and external vendors, fostering positive and Christ-like relationships.
5. Exceptional organizational skills, with the ability to prioritize tasks and manage time effectively.
6. Self-motivated and able to work independently with minimal supervision.
7. Proficient computer skills, including experience with Microsoft Office Suite and other relevant software.
8. Ability to quickly learn and adapt to new software programs.
9. Basic budgeting skills and experience with financial record-keeping.
10. Compassionate and relational skills, with the ability to connect with students, parents, and volunteers.

KEY PERFORMANCE MEASUREMENTS:

1. Healthy and inviting atmosphere in student ministries for staff and families
2. Improvement and simplified administrative processes in order to support student ministry staff
3. Increased skill level with the database and other computer software
4. Communication is accessible and well received

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Upon appropriate request, Crosspoint may provide employees with reasonable accommodation, so long as doing so does not result in undue hardship to the church.
2. Frequently remains in a stationary sitting position at a computer workstation
3. Frequently operates a variety of office equipment: computers, telephones, copier, scanner, etc.
4. Frequently travels over common ground and surfaces
5. Frequently uses near vision to interpret data, etc.
6. Occasionally bends, kneels or crouches
7. Occasionally reaches with hands and arms
8. Regularly lifts and transports lightweight items under 10 pounds
9. Occasionally may help lift and transport items over 50 pounds
10. Works primarily in an indoor environment in an office

CONTINUING EDUCATION DESIRED:

Attend position appropriate seminars, workshops and trainings as requested and approved by supervisor