

Department: studentLife

Classification: Part-Time, Hourly, 10 Hours Per Week

General requirements for all Community Church staff:

1. Committed to be an active personal disciple of Jesus including winsome modeling of Christian life and family relationships.
2. Comfortable serving in a church under an elder board that includes men and women.
3. Possesses a teachable, cooperative, humble and respectful demeanor and attitude.
4. Committed to active and personal participation in the life of this local church.
5. Committed to helping individuals engage, serve, volunteer and use their gifts in the context of this local church.
6. Committed to appropriate confidentiality in the lives of those we serve and care for.
7. Possesses a contagious passion for reaching those without Christ, both nearby and around the world.
8. Personally motivated to respond to all issues with the grace and love of God.
9. Ability to set and reach goals and objectives, and organize ministries to reach objectives.
10. Possess an excellent work ethic and passion to do the best you can with the resources you have.
11. Whenever possible, willingly collaborate with other staff and ministry teams as opportunities or needs arise.
12. Champion unity in the church on every occasion, zero tolerance for gossip or the misuse of words and a thorough commitment to conflict resolution as detailed in Matthew 18.

Primary Functions:

To advance the vision and mission of Mt. Pleasant Community Church by providing assistance with programming for junior and senior high ministry as well as collaborating with Director of studentLife to organize and oversee special youth events, including, but not limited to retreats and mission trips.

Duties:

1. Work closely with studentLife Director to plan programming for junior and senior high students.
2. Oversee production of sound, lights and video for weekly programming.
3. Create innovative documents, graphics and/or videos for studentLife events and programming.
4. Coordinate with volunteers involved with program production.
5. Collaborate with studentLife Director to plan, organize and oversee special youth events, including, but not limited to retreats and mission trips.
6. Attend Community Church staff and/or department meetings as deemed necessary.
7. Perform other duties as assigned by studentLife Director.

Accountability

The studentLife Assistant is accountable to the Director of studentLife and will receive an annual performance review. Compensation is reviewed annually by the Elder Board and the Board of Trustees.

Qualifications

1. Effective communication skills (oral and written).
2. Excellent people management skills both with paid and volunteer staff.
3. Experience in ministry in a medium to large church setting.
4. An engaging teacher, with a strong biblical and theological background.
5. A self-motivated leader possessing relational skills with staff, volunteers and congregation.
6. Basic proficiency with Microsoft Office tools, including, but not limited to, Excel and Word.
7. Basic proficiency with database software (Community Church to provide training).