

**Student Ministries – Ministry Assistant  
Christ Church United Methodist**

6363 Research Forest Dr.  
The Woodlands, TX 77381  
Phone: 936.273.2030  
Email: mwood@cc-um.org  
Fax: 888.705.6595

**Position Title:** Student Ministries – Ministry Assistant  
**Education Level:** Bachelor's Degree (preferred)  
**Reports to:** Director of Student Ministries, Maggie Wood  
**Hours worked:** 25 hrs./weekly  
**Begin Date:** As soon as possible

**Position Summary**

To assist heavily with administrative & some programming responsibilities related to student ministry. Initiate relationships with students & their families; assisting the director in getting families connected and plugged into all student ministry areas.

**Minimum Skill/Experience Requirements**

1. Bachelor's degree (or working towards completion).
2. Proficient Excel, Microsoft Word, Microsoft Publisher skills
3. Christian leadership experience preferred.
4. Team Mentality – able to lead and empower volunteer adults and student teams.

**Preferred Skill/Knowledge**

1. Computer Skills
2. Excellent Communicator (via phone, email, face-to-face)
3. Organizational Skills

**Key Responsibilities**

1. Administratively assist and support the student ministry programs and events.
2. Assist in keeping financial records of receipts from purchases, registration fees, & donations.
3. Help keep record of weekly attendance and event/trip registrations.
4. Help coordinate teachers, scheduling, and promotion of Wednesday night Bible Study.
5. Welcome and help check-in students on Sunday mornings, help keep track of new student's information, report weekly attendance, and assist breakfast volunteers with set-up/clean-up.
6. Engage in regular accountability and reflection time with the Director of Student Ministries.
7. Participate in monthly Staff & 'J-Crew' (student ministry volunteer team) meetings.
8. Support the larger Christ Church through participation, presence, gifts, and service.
9. Other duties as assigned

**General Policy:**

All persons employed by Christ Church United Methodist are in ministry for the Gospel of Jesus Christ. As such, professional and personal behavior is to be dictated by the high standards of the ethics of the church as set forth by Christ. Each individual employee is a representative of the Church and its witness.

All persons employed by Christ Church United Methodist must represent the theology, doctrine, and organization of the United Methodist Church as set for in *The Book of Discipline of the United Methodist Church*.

All persons employed by Christ Church United Methodist must support and uphold the Ministry Team Covenant currently in place for Christ Church's clergy and staff team. See Covenant for more details.

All persons employed by Christ Church United Methodist must adhere to the Safe Sanctuary policy. See policy for more details.