

STUDENT MINISTRY ADMINISTRATOR - Temporary

Department: Student Ministries

Supervisor: Director of Student Ministries

Status: Temporary Part-time (approx. 20 - 25 hours per week); Non-exempt
Weekend and evening hours are required. From September 20th - January 15th

Position Overview:

This position will work with each of our student ministry staff to develop, drive and execute organizational systems for each of the ministry areas. This position will also support our ministry programming.

Responsibilities:

1. Administration

- Manage ministry data and database.
- Manage ministry volunteer onboarding processes
- Manage monthly financial, receipt reimbursement, and other budgetary administration for Student Ministries.
- Manage ministry communication such as monthly parent emails, special event emails, meeting emails, app and website updates, phone communication, some social media updates, etc.
- Ensure all ministry literature is current and available at any given time.
- Edit, format, and create promotional and informational documents.
- Printing of curriculum, postcards, signage, flyers, mission documents, etc.
- Contact and coordinate partnerships and booking for all offsite events.
- Ensure our team has correct processes in place and training of how to effectively use them in their role.

2. Program Support

- Support Staff with on-site event coordination of weekly Student Ministries programming as needed.
- Support staff with off-site event coordination of Student Ministries Special Events as needed.
- Assist the SM Staff with any given task to support the flow and function of any ministry event.
- Support and troubleshoot any technology issues on a Wednesday night.
- Assist as directed by the Director of Student Ministries.



STRATEGIC FRAMEWORK

VISION/PURPOSE

Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth, and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church: Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective: We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second: We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

Come and See – Go and Be: We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships: We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership: We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together: We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

STRATEGIC FRAMEWORK (continued)

Complementarian: Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership: We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders: We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.