Children and Youth Administrative Assistant
(Part-Time, 20 hours)
First Baptist Church Pineville
(Updated November 18, 2025)

PRINCIPAL FUNCTION

Provide administrative assistance to the children and student ministers.

ADMINISTRATIVE SUPERVISOR: Children's Minister and Youth Minister

EMPLOYEE CLASSIFICATION: Group III

QUALIFICATIONS

1. Has a personal commitment and devotion to Christ and His church.
2. Preferably at least two years of college.
3. Creative, innovative, flexible, teachable, and proactive.
4. Pleasant personality, congenial, and cooperative.
5. Ability to learn and use new software.
6. Expertise in Microsoft Office Suite.
7. Ability to plan ahead, organize materials, and meet deadlines.
8. Excellent knowledge of English grammar, pronunciation, and spelling.
9. Ability to maintain confidences.
10. Professional and modest dress.

GENERAL RESPONSIBILITIES

Secretarial

a. Handle correspondence, telephone calls, appointments, filing and other secretarial tasks related to the work of the children's minister and student minister.
b. Aid both ministries in ordering and recording of receipts.
c. Keep accurate records of all ministries in Shelby.
d. Attend staff meeting.

CHILDREN'S MINISTRY RESPONSIBILITIES

1. Work with children's minister in all aspects of children's ministry including preparing for Wednesdays, Sundays, and other special events.
2. Prepare announcement sheets, correspondence, and notices as it relates to the programs and activities of the children's ministry.
3. Receive and maintain accurate records of trip payments, registration forms, etc. (i.e.: children's summer camps, Pre-Teen Invasion, M-JAM, etc.).
4. Make on-line updates to Facebook and other social media.
5. In coordination with the children's minister, make updates to the web site.
6. Assist in preparation of weekly children's worship bags.
7. Copy and mail Volunteers in Preschool (VIP) list.

STUDENT MINISTRY RESPONSIBILITIES

1. Serve as staff liaison to the student minister ensuring a free flow of information to and from the Student Miniter to the rest of the staff.
2. Work with Student Minister in all aspects of student ministry including preparing for Wednesdays, Sundays, and other special events.
3. Prepare announcement sheets, correspondence, and notices as it relates to the programs and activities of the Student Ministry.

4. Receive and maintain accurate records of trip payments, registration forms, etc. (i.e.: youth summer camps, D'Now, etc.).
5. Make on-line updates to Facebook and other social media.
6. In coordination with the student minister, make updates to the web site.

GENERAL MATTERS

Fulfill other responsibilities as requested by the children and student ministers.

PERSONAL CONSIDERATIONS

1. Maintain a program of personal and professional development.
2. Maintain a personal devotional life.
3. Function as a Spirit-filled person, exhibiting submission to the Lord, an adherence to Bible study and prayer, and a firm dedication to the ministry of the church.
4. Display an attitude of cooperation, friendliness, and helpfulness, along with the fruit of the Spirit named in Galatians 5:22-23.

"I have read this job description and fully understand the duties involved."

_____ _____

Name Date