



For more information or to submit a resume, please contact  
Garrett Gregory, Student Minister  
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## **JOB DESCRIPTION**

### **Student Ministry Assistant BRENTWOOD BAPTIST CHURCH**

Department: Discipleship-Students  
Reports to: Student Minister  
Job Status: Full-Time  
FLSA Status: Exempt  
Effective Date: Immediately  
Primary Officing Campus: Brentwood  
Primary Ministry Campus: Brentwood

## **SUMMARY**

The Brentwood, Student Ministry Assistant is responsible to the church, under the direction of the Student Minister for providing administrative support and assistance in all areas of weekly programs, special events, catalytic events, outreach events or projects, and other church sponsored community events.

**PRIMARY JOB RESPONSIBILITIES** may include but are not limited to the following:

- Assist in the implementation of *weekly* programs, LIFEGroups, and Bible studies by providing administrative support to the Student Ministry Staff. This includes preparation of curriculum, the purchase and organization of supplies, and communication with leaders, students and parents.
- Administer daily/weekly details, resources, and functioning of the Student Ministry office.
- Track, record, and report Sunday and Wednesday attendance using current programs and contact guests.
- Answer and return phone calls regarding general Student Ministry information.
- Maintain the Student Ministry budget by collecting payments for events, reconciling Student Ministry credit cards/ receipts, making deposits into Student Ministry accounts.
- Administrative support for sub-ministries (*Girls Ministry, Student Missions, Connect Groups, etc...*) including administrative support to lay leadership as needed.
- Communication with Parents and Students through mail-outs, emails, phone calls, etc.
- Organize and maintain all files in the Student Ministry office.
- Provide administrative support and logistics to all BBC campuses for ALL catalyst events including transportation, lodging, meals, student registrations (including form building and maintaining), etc.
- Oversee and proof all print material coming from the Student Ministry Office.
- Oversee and update the student campus pages on the website with events and accurate information.
- Work with Communication team to request bulletin announcements, and all print and digital promotional needs.
- Work with Facilities, through current programs, to request/ secure all needed rooms/ space for programming and special events.
- Work with Tech Team to request/ secure all related needs to special video and sound equipment.



**OTHER RESPONSIBILITIES** may include but are not limited to the following:

- Participation in staff meetings as required by the department
- Participate and attend catalytic events, special events, and parent + leader meetings as assigned.
- Serve in rotation for phone relief duty and/or other church-wide needs
- Complete applicable weekly/quarterly/annual reports required by the department
- Inform the Student Ministers of staff and congregational issues, needs and crisis.
- Respect and maintain the confidentiality of the Student Ministry office.
- Complete other duties as assigned by supervisor

**COMPETENCIES AND TRAITS:**

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

**Individual Contribution**

- Manages details, tasks and projects efficiently without frequent reminders
- Maximizes time effectively by focusing on “must do” priorities when necessary
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes
- Adheres to commitments, schedules and deadlines
- Demonstrates a comprehensive knowledge of issues and topics pertaining to the area of his/her job specialty (for Professional Staff positions only)

**Team Contribution**

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive, level of supervision required is appropriate
- Is willing to take on additional responsibilities, helps with a “can-do” attitude
- Collaborates well with others to accomplish group tasks
- Uses written and verbal communication in a way that accomplishes intended results

**Self-Development**

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the KASH (Knowledge, Attitude, Skills and Habits) necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- Maintains appropriate gap between the current job description and the employee’s current abilities that allows for future growth.

**QUALIFICATIONS:**

- Be a self-starter and actively seek to recognize and meet needs in the administration of ongoing programming and special events within the Student Ministry.
- Must have strong relational skills
- Be detail oriented with strong administrative abilities
- Have strong written & verbal communication skills
- Must meet BBC benchmark for computer competency
- Have project management skills
- Be familiar with and supportive of all aspects of the Student Ministry



**EDUCATION & EXPERIENCE:**

- Preferred Bachelor’s degree from four-year College or university, minimum of two years related experience and/or training or equivalent combination of education and experience.

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist “DNA” while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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