

Lakewood UMC Student Ministry Administrator
Job Description

The primary responsibility of this position is to help the Student Ministry make fully formed disciples of Christ. The following is the initial understanding of how you will practice this primary responsibility in the Student Ministry at Lakewood UMC. Interested applicants should send resume and 3 references to Pastor Clay Smallwood at clay.smallwood@lakewoodumc.org.

My ministry title is: Student Ministry Administrator

I am the church's primary: Database manager and provider of registration and logistical support for the student ministry.

My ministry's purpose is to: Provide procedures and execute attendance tracking, support event administration and registration, provide logistical support for student ministry activities on the LUMC campus, and maintain the student ministry database including liability/medical information forms and transportation driver application forms

My success will be evaluated mainly in the areas of: Developing and maintaining student ministry attendance and follow up, producing and overseeing online registrations in a timely manner, ensuring facility needs are coordinated with appropriate staff, student ministry database is up to date and easily used, healthy and life-giving relationships are developed and maintained with students, parents, and adult leaders that point them to Jesus

The question that I bring to every planning discussion/decision is: How are we following up with the students that are attending our activities and events? What resources are needed for this to be successful in fulfilling the vision of the student ministry and this event in particular?

My ministry's target populations/constituencies include: Student ministry staff, students, parents, adult leaders

My practice of ministry is usually located in/on: LUMC campus and selected ministry events.

The initial time allocations for my ministry are (in order): Event registration and preparation (20%), Attendance tracking and follow up (20%), Safe Sanctuary database maintenance, (10%), database maintenance (25%) and Student/parent/leader relationships (25%).

A typical 12-hour work week can be mostly accomplished from anywhere. This person will need to be present at the church Wednesday nights from 4-8pm.

Existing teams and programs for which I am the staff LEADER include: Event registrations

Existing teams and programs for which I am the staff MANAGER include: Trip/event administration, follow-up system with students who attend our events and activities

Existing teams and programs for which I am the staff CONTACT include: Online registrations, scholarship requests, room reservations

My primary supervisor is the Pastor of Student Ministries.

My annual performance evaluation and ministry profile revisions are done by the Pastor of Student Ministries.

Job duties include but are not limited to:

- Administrative support
 - Make sure volunteer leaders are up to date on the Safe Sanctuary training
 - Collect all necessary forms for our events
 - Track attendance
 - Organize office space, ensure office supplies are ordered and maintained
 - Maintain Ministry Tracker or equivalent database software
- Event Registrar
 - Create event pages on website
 - Create payment pages on Cheddar Up or equal platform
 - Receiver of checks and cash payments
- Forms
 - Ensure every student that attends an event with us has a medical liability information form filled out
 - Scan medical liability information forms and save into Student Ministry Dropbox.
 - Ensure HIPPA laws are followed in regard to medical liability information forms
- Wednesday evenings
 - Collect attendance
 - Develop a follow-up system for students with Student Ministry Director and maintain that system
 - Be present with students during hang time, dinner, and worship
 - Fill in for any absent small group leaders as needed
- Sunday mornings
 - Be present, help as needed, including filling in as a Sunday school teacher if necessary
 - Collect attendance and relay that information to worship coordinator (Patty Henson)
- Other duties as assigned