



**Timberlake United Methodist Church**  
21649 Timberlake Road | Lynchburg, VA 24502  
434.239.1348 | timberlakeumc.org

## Student Ministry Assistant

### Employer Information

Job Department: Church Staff

Reports to: Student Ministry Director

Schedule: Up to 4 hours on Sunday mornings; Up to 3.5 hours on Wednesday evenings; 8 or more hours during the week. Maximum of 25 hours weekly.

### Purpose

The Student Ministry Assistant's primary responsibility and purpose are to help the Director Student Ministry ensure the effective delivery of ministry events and spiritual growth of students. They will assist in the operations, planning, logistics, and support weekly programming, Student Ministry events, and Timberlake Church special events. The Student Ministry Assistant must be extremely reliable, flexible, and ready to engage students. The ideal candidate will know how to have fun, be energetic, and a willingness to be silly. They will understand the need to get on the students' level. The candidate will have leadership skills, personal Spiritual Giftings, and the ability to communicate orally and through written text are necessary to provide creative and biblically founded communication to our students, parents/guardians, and church. The Student Ministry Assistant must be passionate about student ministry and fire to learn about God. The Student Ministries department also desires someone eager to learn, experience, and push boundaries to create a healthy and holistic environment for students at Timberlake. Above all, you must have strong faith and be walking in dynamic discipleship with Jesus.

### Serving Expectations

- Confident in leading students younger than them and leaders who are perhaps older than them.
- Become familiar with all student ministries programs, and strive to support the programs and leadership staff.
- Work with your team to be creative and assist leadership staff with making the activities for each week unique.
- Complete creative, administrative, and organizational tasks as directed by the Director of Student Ministries
- Communicate with volunteers to ensure their expectations are met and encourage student engagement.
- Be ready to help the director plan, set up, and execute activities and events.
- As needed, coordinate with other Timberlake Church staff to ensure sure daily operations are running smoothly and there are strong relationships.
- Set an example for summer staff members that is positive and above reproach.
- Be willing to be flexible with the understanding that the spirit can move.
- Seeks the Lord daily in your time in devotion
- Understand, agree and abide by the theology and policies of Timberlake Church.

### Education

*Required:*

High School Diploma (or GED or High School Equivalence Certificate)

*Preferred:*

2 years' experience and ability to show knowledge of Student Ministry

*Revision 11.8.22*

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*