

South Carolina Baptist Convention

Job Title	Ministry Assistant – Generations Group
Reports to	Associate Director – Preschool & Children
Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt (check one)

Job Purpose

Provides administrative support for the Generations Group in the areas of preschool ministry, children’s ministry, weekday education and KidSalt summer camp. These ministries will help both leaders and churches achieve a greater level of health, leading to spiritual transformation.

Duties and Purpose

- Performs general administrative duties.
- Maintains personal SCBC time and expense records.
- Maintains general knowledge of Childhood ministry resources (Evangelism, Sunday School, Discipleship, Vacation Bible School, Summer Camps, Church Weekday Education, Children’s Bible Drill.)
- Services group projects as assigned.
- Maintains and submits Event Worksheets for each assigned event.
- Maintain all Safety & Security records and reports.
- Assist in the coordination of all VBS, Weekday Education, KidSalt, Church Weekday Education, Next Gen Cohorts and Consulting Teams.
- Coordinates promotional and event materials as assigned.
- Mails brochures, free helps, and other information upon request.
- Maintains mailing lists for assigned group ministries on the Convention database.
- Orders materials as needed.
- Serves as Preschool & Children’s Ministry content editor for SCBC social media and website.
- Coordinates general office work with other ministry assistants.
- Maintains Preschool & Children’s Ministry financial records.
- Processes group mail.
- Serves on Convention staff committees as needed.
- Performs other tasks as requested by the Childhood Ministry Associate Director.

Qualifications

Qualifications include:

- Preferably a college graduate, or the equivalent, with administrative skills and prior work experience.
- Skillful in relating to others with respect to sensitive business and personnel matters.
- Is growing in their personal life as a disciple of Jesus.

- Has the reputation for honesty, integrity, confidentiality, and responsibility in all matters.
- Possesses sound leadership skills and is results oriented.
- Committed to learning through opportunities such as educational seminars and regularly reading relevant material for personal growth, to keep current with issues and practices pertinent to area of work.
- Attends a continuing education seminar of three to five days at least one time every two years.
- Active member in a local Southern Baptist church.
- Committed to the promotion of the Cooperative Program.
- Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
- Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.
- Committed to the Great Commission Resurgence emphasis and the four strategic priorities: Evangelism; Missions Mobilization; Church Planting and Church Health Revitalization.
- Possesses a high degree of Christian maturity and character.

Working Conditions

Physical Requirements

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
- frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
- required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
- required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- required to have a valid driver's license, a safe driving record, and proof of automobile insurance.
- available to travel overnight occasionally to fulfill job responsibilities.
- able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

Direct Reports

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date Approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

Ideally, a job description should be reviewed annually and updated as often as necessary.