

## **First Baptist Church Job Description**

**Job Title:** College Ministries Assistant  
**Reports To:** Senior Pastor  
**FLSA Status:** Non-Exempt – (Part-time/10 hrs. a week)  
**Date:** October 2011

### **SUMMARY:**

Assist the Senior Pastor to reach out to college students at Appalachian State University, Caldwell Community College and other nearby colleges. To develop, lead and participate in activities and ministry geared to college students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Participate fully in the life and ministry of First Baptist Church Boone, NC. This includes Sunday school, Worship, Wednesday night activities, etc.
- Coordinate office hours with the Senior Pastor.
- Have a heart for ministry and an interest in working with college students.
- Assist the Senior Pastor in all facets of College Ministry at FBC.
- Attend and assist with college activities. Examples include Lunchtime, Primetime, Downtime and Special Events; Retreats and Mission Trips.
- Meet with the Senior Pastor for planning, counsel and feedback.
- Work with the College Committee and the Senior Pastor in matters related to the spiritual needs of students, retreat planning, service projects, mission's activities, etc.
- Other duties may be assigned.