

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: High School Ministry Assistant

Department: Students

Hired By: Minister to Students

Reports To: Minister to Students

Campus: Loop

Status: Full Time Non-Exempt

Employment Category: IV

Summary of Position: The High School Ministry Assistant assists The HUB High School Ministry and Staff operate with organization, hospitality, and professionalism.

Purpose: To reflect the character of Jesus to students, families, and leaders, while helping keep The HUB High School Ministry Staff organized and ready to fulfill their ministry.

Duties and Responsibilities:

- Support the High School Ministry Staff in the execution of High School Ministry events and programming
- Build and update High School Life Bible Study rosters and small group placements annually, ensuring students are well-connected
- Manage the visitor and new member process within the High School Ministry, helping newcomers feel welcomed and moved toward deeper involvement
- Track and report attendance for High School LBS, Seven7, and events year-over-year, providing data to inform ministry decisions
- Manage and organize registrations and forms for High School Ministry events and programs, ensuring accuracy and timely follow-up
- Collect, manage, and submit funds for High School Ministry events and programs, maintaining accurate financial records
- Organize and oversee check-in and registration processes for guests at High School Ministry events, ensuring a smooth and welcoming experience
- Assist in the planning, decorating, and execution of various elements of High School Ministry events
- Be present and actively participate in High School Ministry events and programs as instructed
- Lead the High School Ministry Welcome Team, PATHMAKERS, on Sundays and Wednesdays, equipping and directing volunteers to create a hospitable first impression
- Serve as an additional screener for The HUB High School Ministry through Safeguarding
- Act as staff liaison between The HUB High School Ministry and other HFBC Departments- primarily Finance, Culinary, Facilities, and Security

- Work collaboratively as part of the High School Ministry team with a shared desire to see students develop King Hearts and live Kingdom Lives

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|---|---|---|
| ☒ Language skills | ☒ Math skills | ☒ Reasoning ability |
| Computer skills: | ☒ Windows | ☒ Mac |
| | ☒ MS Office | ☒ MS Outlook |
| ☒ Administration | ☒ Service to others | ☒ Hospitality |
| ☒ Good Communication skills | ☒ Team builder | ☒ Self-disciplined |
| ☒ Servant leader | ☒ Decision maker | ☒ Strong work ethic |
| ☒ Empathy for ministry partners | ☒ Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|--|---|---|
| ☒ College or Higher Education | ☒ Administrative Experience | ☒ Personnel |
| ☒ Church Staff experience (optional) | ☐ Other: Click here to enter text. | |

Organizational Relationships: Reports to Minister to Students

Working Conditions: Select all that apply

- | | | |
|--|---|--|
| ☒ 40-hour work week | ☐ Additional hours as needed | ☒ Occasional off campus activities |
| ☒ Specialized training | ☒ Occasional travel | |

Prepared By: Jacob Baggett

Title: Minister to Students

Date Prepared or Revised: September 15th, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name