

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Middle School Ministry Assistant

**Department:** Students

**Hired By:** Minister Students

**Reports To:** Minister to Students

**Campus:** Loop

**Status:** Full Time Non-Exempt

**Employment Category:** IV

**Summary of Position:** The Middle School Ministry Assistant assists The HUB Middle 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 Middle School Ministry Staff organized and ready to fulfill their ministry.

## Duties and Responsibilities:

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

- Work collaboratively as part of the Middle 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

- |                                                                   |                                                         |                                                       |
|-------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Language skills               | <input checked="" type="checkbox"/> Math skills         | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills:                                                  | <input checked="" type="checkbox"/> Windows             | <input checked="" type="checkbox"/> Mac               |
|                                                                   | <input checked="" type="checkbox"/> MS Office           | <input checked="" type="checkbox"/> MS Outlook        |
| <input checked="" type="checkbox"/> Administration                | <input checked="" type="checkbox"/> Service to others   | <input checked="" type="checkbox"/> Hospitality       |
| <input checked="" type="checkbox"/> Good Communication skills     | <input checked="" type="checkbox"/> Team builder        | <input checked="" type="checkbox"/> Self-disciplined  |
| <input checked="" type="checkbox"/> Servant leader                | <input checked="" type="checkbox"/> Decision maker      | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail |                                                       |

**Education and/or Experience:** Select all that apply

- |                                                                        |                                                                           |                                               |
|------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------|
| <input checked="" type="checkbox"/> College or Higher Education        | <input checked="" type="checkbox"/> Administrative Experience             | <input checked="" type="checkbox"/> Personnel |
| <input checked="" type="checkbox"/> Church Staff experience (optional) | <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |                                               |

**Organizational Relationships:** Reports to Minister Students

**Working Conditions:** Select all that apply

- |                                                          |                                                       |                                                                      |
|----------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> 40-hour work week    | <input type="checkbox"/> Additional hours as needed   | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input checked="" type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |                                                                      |

**Prepared By:** Jacob Baggett

**Title:** Minister to Students

**Date Prepared or Revised:** September 15<sup>th</sup>, 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