

**College and Young Adult Ministry Assistant**  
First Presbyterian Church of Lakeland, Florida

**1. Position Title**

College and Young Adult Ministry Assistant

**2. Position Purpose**

The College and Young Adult Ministry Assistant exists to support the College and Young Adult Ministry by providing program coordination, relational engagement, and administrative support that strengthens discipleship among young adults (ages 18-30).

This role assists the Director of College and Young Adult Ministry in translating vision into consistent weekly programming, meaningful community experiences, and effective communication systems.

**3. Ministry Alignment**

This position aligns with the Discipleship Ministry and specifically supports the College and Young Adult Ministry.

The role contributes to discipleship by:

- Supporting weekly large-group gatherings and small groups
- Strengthening relational connection and belonging among young adults
- Assisting in outreach and service initiatives
- Supporting ministry systems that enable sustainable engagement and follow-up

The Director of College and Young Adult Ministry retains responsibility for theological direction, curriculum selection, and overall ministry vision.

**4. Reporting Relationship**

Reports to: Director of College and Young Adult Ministry

Works collaboratively with: Church communications team, program staff, and volunteers

Supervisory Responsibilities: None

Status: Part-Time (12 hours per week)

Classification: Exempt (per HR policy)

**5. Primary Responsibilities**

A. Program and Event Support

- Assist in planning, coordinating, and implementing weekly large-group gatherings and small groups
- Assist with monthly relational events and quarterly service/missions opportunities
- Support outreach initiatives that encourage invitation and connection
- Assist with set-up, take-down, and care of ministry spaces

## B. Relational Engagement and Follow-Up

- Maintain consistent weekly communication with participants (calls, texts, in-person connection)
- Assist with follow-up for new guests and those not recently attending
- Encourage participation in Sunday worship and broader church life

## C. Volunteer and Leader Support

- Assist in coordinating volunteer needs and communication
- Support small group leaders with logistics and administrative tasks

## D. Communication and Media

- Manage College and Young Adult social media platforms, including content creation and basic video editing
- Assist with updates to the College and Young Adult webpage in coordination with the church communications team

## E. Administrative and Systems Support

- Maintain attendance and participant records in Planning Center Online (PCO) or approved systems
- Input and maintain accurate ministry data
- Research curriculum or supply needs as requested
- Assist with purchasing processes in accordance with church financial policies

## **6. Authority and Decision-Making**

This position supports ministry execution and does not set ministry vision, discipleship strategy, or theological direction.

The Assistant may make routine decisions regarding communication methods, scheduling logistics, and social media implementation within established ministry priorities. Event planning, curriculum decisions, budget approval, and strategic direction remain under the authority of the Director of College and Young Adult Ministry.

## **7. Qualifications**

Required

- Mature and growing commitment to Jesus Christ, demonstrated through consistent spiritual disciplines and active participation in the life of the church
- Strong working knowledge of Scripture and ability to assist in teaching contexts
- Strong organizational and communication skills (written and verbal)
- Proficiency with Microsoft Word and Excel
- Ability to learn and effectively use church management systems such as Planning Center Online (PCO)
- Relational initiative and comfort engaging young adults personally and digitally
- Demonstrated reliability, discretion, and ability to maintain confidentiality

Preferred

- Minimum of a two-year degree from an accredited college
- At least two years of experience serving in youth or young adult ministry settings
- Experience leading or co-leading small groups

### **8. Preferred Competencies**

- Experience managing social media platforms and creating digital content
- Ability to foster invitational and welcoming environments
- Detail-oriented with strong follow-through
- Flexible and adaptable in a dynamic ministry setting
- Self-starter who works well both independently and collaboratively

### **9. Expectations for Conduct and Faithfulness**

- Models Christian character, humility, and relational integrity
- Supports the mission, values, and discipleship pathway of the church
- Maintains confidentiality and professionalism in all interactions
- Works collaboratively with staff, volunteers, and church members
- Affirms and complies with the policies and procedures of First Presbyterian Church of Lakeland

### **10. Work Schedule and Status**

Part-time position (12 hours per week).

The typical rhythm includes:

- At least one weekday
- One weeknight gathering
- Sunday afternoon and Sunday evening presence

Additional hours may be required during special events and an annual conference, consistent with approved compensation policies. Regular participation in Sunday worship at First Presbyterian Church is expected.

### **11. Evaluation and Development**

- Performance is evaluated annually by the Director of College and Young Adult Ministry.
- Evaluation emphasizes faithfulness, relational engagement, reliability, administrative effectiveness, and contribution to the health of the College and Young Adult Ministry.
- Ongoing development is encouraged through ministry training and staff formation opportunities.

### **12. Review and Revision**

This position description is a living document and may be reviewed and updated as ministry needs evolve and the church's discipleship strategy develops.