

Girls' Ministry Associate Job Description:

West University Baptist Church (WUBC) is a vibrant, multi-site church in the heart of Houston, Texas, that was started in 1928 by missionaries beginning a rich 92-year history of ministry. Since that time, the church has been marked by growth adding a second campus in 2005 – Crosspoint Church-Bellaire (CP).

The Girls' Ministry Associate is a full-time position to assist the West University Baptist Church and Crosspoint Church – Bellaire 6th-12th grade Student Ministry in relationships and administration with a focus on ministry to girls, administration, and other details within the context of WUBC and CP mission, purpose, and values.

This associate will oversee some details of event planning, communication with parents and adult leaders, and lead the way in meeting the needs of girls. She will develop the girls ministry in a way that helps girls experience Jesus and help them become fully devoted followers of Christ. She will help the student ministry connect with parents and adult leaders through communication and training. She will be in contact with parents and adult leaders regularly to understand their needs and have a connection with what is happening in the lives of the students.

Duties and Responsibilities:

- Partner with staff to help oversee and coordinate the Girls Ministry within the WU/CP Student Ministry.
- Faithfully attend church services and church-wide activities.
- Attend and participate in all student ministry activities.
- Attend and participate in all student ministry and staff meetings.
- Aid in recruiting and equipping adult leaders to minister to students for life-changing impact.
- Assist in organizing events, retreats and camps for students and their registration experience.
- Oversee calendars, postcards, website, social media etc. for student communication.
- Organize and implement a follow-up plan for students who need to be connected to the student ministry.
- Maintain a visitor engagement plan for first-time guests.
- Maintain a life of personal evangelism.
- Pursue outreach efforts towards unchurched and prospective students.
- Assist in creating engaging environments for students.
- Teach throughout sermon series and additional Bible studies.
- Promote the student ministry to the church as a whole and our local community.
- Develop relationships with area schools and officials.
- Develop strong, trust-based relationships with parents of students; moms in particular.
- Provide initial counseling as needed with students and their families, and refer to qualified professionals in situations that call for ongoing, specialized, or crisis care.