

Overflow Student Ministry Associate

Job Classification, Status, and Category: Part Time 25 hours, Non-Exempt, Staff

Date: January 15, 2026

Reports to: Student Pastors

The Overflow Student Ministry Associate oversees communication, administration, and logistical duties to realize the vision and mission of the Overflow Student Ministry at Cibolo Creek.

Primary Responsibilities:

To the Student Pastor(s)

- Regularly collaborate and plan initiatives with Student Pastors.
- Provide weekly, monthly quarterly reports aligned with Student Ministries' strategic goals.
- Fulfill responsibilities as assigned by the Student Pastors.

To the Cibolo Staff Team

- Meet regularly with the Staff Team for prayer, encouragement, training, planning, accountability, and evaluation.
- Provide opportunities for collaboration between Student Ministries and other departments.

To Overflow Student Ministries:

- Pray regularly for Overflow Student Ministries
- Facilitate Leadership Development
 - Assist in recruiting, preparing, equipping, and inspiring Volunteers.
 - Process applications, conduct reference and background checks, and maintain Leader files
 - Create and lead a volunteer admin team as needed
- As Administrative Team Lead
 - Ensure calendaring of events on Monday.com, Planning Center, and website
 - Ensure promo materials, registration forms, payments, and parent packets are designed and prepared.
 - Assist in sending timely communication to parents
 - Post and engage on Social Media
 - Write thank you-notes, as needed
 - Address We Missed You cards and birthday cards
 - Order supplies as needed for activities.
 - Assist with organizing and turning in receipts for Student Pastors
 - Assist with set up and tear down of student events, as needed
 - Provide administrative support to Student Pastors.
- Maintain the Church Management Database (Planning Center):
 - Create, update, and maintain Visitor and Volunteer Profiles
 - Manage all Student Ministry workflows (New Guest, We Missed You, etc)

Strengths & Skillset

- Cultivates deep relationships with God and others
- Able to lead, equip and nurture people to be, become and do what Jesus did.
- Outstanding verbal and interpersonal communication skills
- Displays a high emotional intelligence
- Is a proven, organized, and dependable strategic thinker
- A self-starter who thrives in a team environment
- Proficiency in Canva, Microsoft Office, Planning Center Online, GSuite, Facebook, Instagram, MailChimp

Schedule

- Flexible schedule Monday to Thursday and Sunday – requiring 25% attendance on Sunday and Wednesday nights
- Flexibility with some after-work hours and weekend requirements
- Weekly team meetings
- Travel for various retreats, camps, and conferences as needed

Qualified candidates can submit their resumes and documents to: resumes@cibolocreek.com