



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Beginning in the academic year 2025-2026. HS Christian Ministries Assistant

OFFICE: Christian Ministries

CAMPUS: Sagert High School

STATUS: Full-time, 10 months (exempt)

REPORTS TO: HS Christian Ministries Coordinator

SALARY RANGE: 50,000 - 52,000.00

PRIMARY PURPOSE:

Assist with the planning, coordinating, and implementing of the high school's Christian Ministries program.

ESSENTIAL DUTIES/FUNCTIONS:

- Complete and assist with administrative and logistical tasks including creating presentation slides, facility, and equipment-use forms, sending out communication via emails, and creating print programs and handouts for various activities throughout the year (i.e. camps, CEW, etc.)
- Help plan and produce an integrated chapel, homeroom, and camp curriculum for grades 9-12; assist the Christian Ministries Coordinator with training teachers in the use of this curriculum;
- Help the Christian Ministries Coordinator plan, coordinate, and facilitate grade-level camps, including planning games, and activities, as well as providing administrative and logistical support;
- Help the Christian Ministries Coordinator plan, organize, and facilitate the week-long Christian Emphasis Week;
- Assist in recruiting, equipping, and mobilizing student leaders to serve in the Christian Ministry Team, Core Groups, and as Christian Ministry Interns;
- Build relationships with students that encourage spiritual formation and growth; through one-on-one and group discipleship **teaching and proclaiming biblical truth in a way that connects with youth so that students can develop a growing relationship with Jesus;**
- Help plan and implement activities and programs related to the spiritual development and growth of teachers and staff (i.e. Faculty meetings, all-staff professional and spiritual development events—FOCUS, ReFOCUS, etc.);

OTHER DUTIES/FUNCTIONS:

- Organize and facilitate Core Groups on campus for all high school grade levels as well as recruit faculty/staff to participate.
- Be willing to teach and lead one Chapel message during the school year.
- Other duties as assigned

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Competent in Google Classroom and accompanying cloud software including ProPresenter software, Adobe software including InDesign, Desktop computers, tablets, mobile devices, photocopiers, multi-line push-button telephones, video-taking and editing software, as well as audio-visual equipment.
- Work Hours: 7:30 a.m. – 3:00 p.m., Monday – Friday (8 hours/day). Some weekday after-hours and weekend work will be required including four overnight camps throughout the year.
- Mental Demands: High attention to detail, able to handle multiple tasks concurrently
- Physical Demands: The job requires sitting for long periods and also periods of high activity and lifting. Most tasks require periodic visual/mental concentration on work demanding precise eye/hand coordination.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination. Must be an active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention, or a church of like faith as approved by the Board of Directors
- The ideal candidate will be a self-starter with excellent organizational and relational skills with the ability to build a team ministry. Strong verbal and written communication skills are necessary,

along with a spirit of perseverance, creativity, enthusiasm, and a willingness to work in a team-oriented atmosphere

- Skills/Knowledge: The ideal candidate will be a self-starter with proven leadership and administrative skills. The position is highly collaborative and will require strong communication skills—both written and verbal—and the ability to interface with a variety of people. Knowledge of school policy (i.e., disciplinary system, clubs program).
- Education/Training: Preferably a bachelor's degree or higher with a major or minor in Bible, Christian Studies, and ministry experience (1 year or more) with youth or young adults.
- Experience: Management, supervisory, administrative, public speaking, event planning, and organizational experience.