



StoneBridge Church Youth Admin Support Application

Job Description

The StoneBridge Youth Administrative Support role is responsible for supporting the 116 Youth Ministry, internship and short term missions:

- 2 Team Members (Youth Pastor + Middle School Director)
- 30 Volunteers
- 170 Students

Major areas of responsibility include:

- **Providing overall administrative support for the 116 Youth Ministry:**
 - Ministry-wide communication for students, parents, and volunteers
 - Coordinating the youth ministry's social media and website
 - Managing finances including: paying invoices, ordering sweatshirts/t-shirts, and Costco orders
 - OneCamp administrative tasks
 - Managing forms and applications for the ministry
 - Support for Sunday mornings and Sunday nights
 - Managing the Youth Pastor's calendar
- **Missions:**
 - Budgeting and accounting for the trips
 - Purchasing flights and accommodations
 - Communicating with SB Finance Advisor
- **Internship Support**
- **Young Adult Ministry Support**

Qualifications:

- A committed believer adhering to the StoneBridge Church Statement of Faith
- Aptitude to work with youth and young adults
- Aptitude for learning and clearly communicating the vision of 116 SBY
- Excellent verbal and interpersonal skills
- Experience in event planning
- Ability to handle multiple projects effectively
- Ability to quickly learn and excel in technology use including: planning center, Office 365, Social Media platforms, and some A/V
- Proficiency in Word and Excel

Personal Questions

Note: if you do not currently attend StoneBridge, answer StoneBridge-specific questions to the best of your ability based on your experience.

1. Please give a brief overview of your spiritual history with particular emphasis on where you currently are in your relationship with Jesus. How did you come know the Lord? Particular spiritual milestones? Major influences?
2. Please give an overview of your connection to/involvement with StoneBridge. When did you come to the church? How? Where have you served?
3. Please describe your calling into administration in general and to this job in particular.
4. Please describe the leadership (volunteer and paid) you have held in the past. Please pay special attention to roles involving students.
5. Please describe the culture of StoneBridge as you have experienced it.
6. Please describe your plan for supporting and strengthening the youth ministry and short-term missions at StoneBridge.
7. Would you describe yourself as adaptable and why?
8. Would you describe yourself as a self-starter and why?
9. Please describe your administrative giftings and knowledge, including but not limited to Excel proficiency, communication skills, and scheduling and budgeting capabilities.
10. What is the greatest strength you would bring to StoneBridge?

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Current and Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Current Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your current supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Are you presently attending a church? _____ If so, where? : _____

How long have you attended? _____

Have you read and do you agree with our statement of faith? :

<https://stonebridgemarietta.org/about-stonebridge/statement-of-faith/> _____

Disclaimer and Signature

I certify that answers given in this application are true and complete to the best of my knowledge. I understand, authorize and agree that StoneBridge Church may conduct national and local criminal biographical searches, state sexual offender searches, credit files and motor vehicle checks wherever available. I agree to sign any and all authorizations by appropriate companies or entities who are engaged in, including, but not limited to Georgia Bureau of Investigation. The Federal Bureau of Investigation, and any and all other law enforcement agencies or authorities or governmental agencies that would have the information available. Furthermore, I agree to sign any and all authorizations required or deemed necessary by the appropriate credit agencies to provide an adequate credit history.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the rules and regulations of StoneBridge Church and any special agreements reached by StoneBridge Church.

This application shall be considered active for no more than 45 days. After that time, applicants may be required to resubmit a completed application.

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract.

All employment here is At-Will. Just as an employee may resign for any reason, StoneBridge Church may terminate an employee for any reason.

Signature: _____

Date: _____