



JOB DESCRIPTION

*“Whatever you do, work at it with all your heart, as working for the Lord, not for man.”
Colossians 3:23*

Job Title: NextGen Initiative Support Team Leader
Status: Full-time, Exempt
Department: NextGen Initiative
Reports To: NextGen Strategic Leader
Date Reviewed: August 2022

General Summary

The NextGen Support Team Leader collaborates and operates as a critical part of the NextGen ministry team to implement the Mission, Vision and Values of Trinity Church’s overall goal to Glorify God and Make Disciples by Awakening People to Full Life with Christ. Serves as the primary organizer and recruiter of volunteers for the children’s ministry as well as student ministries. Reports directly to the NextGen Strategic Leader for weekly and ongoing administrative, organizational, and recruiting needs, as well as integrates with other departmental personnel to ensure smooth communication and connection for optimal filling of roles and placement. Ensures that ministry programs are operating effectively and efficiently and that goals are accomplished.

Specific Duties

Supports and coordinates administrative aspects of ministry functions for the children’s ministry such as organization of office and public ministry areas, processing of internal forms, responding to inquiries regarding ministry programs, maintenance of databases for ministry staff, interfacing with the communications teams for promotion for upcoming events and needs, and purchasing of office, ministry and meeting materials and supplies to ensure efficient, effective ministry operations.

Updates and maintains all children’s ministry Initiative database records, ensuring accurate weekly attendance, family information and related ministry records and history.

Inspects children’s ministry areas (halls, entry area, registration area, offices, storage areas) on the Trinity Church main campus (3355 Dunckel Road) in preparation for use during weekend gatherings throughout the upcoming week to ensure that presentation, safety, organization, cleanliness and stock levels meet agreed upon standards.

Oversees the children’s welcome area, building a team of volunteers and staff, for weekend gatherings. This includes maintaining records for, and appropriately following up with, newly registered participants to ensure inclusion of children for upcoming weeks’ activities and to provide staff members with current attendance.

Assists with preparation and execution of special ministry events.

Responsible for recruiting and filling children’s ministry volunteer roles with approved and background-checked individuals who express interest in serving through digital or other means, as well as actively initiating contact with prospects who may be ideal candidates.



Utilizes church resources to steward potential candidates through the process to help assess optimal placement in serving roles, and schedules room volunteers, as well as integrates with other team members as appropriate, for smooth hand-off of all candidates to placement in varied ministry positions.

Stays abreast of current ministry plans and provides assistance to the NextGen Strategic Leader and paid staff for current and upcoming needs to ensure children's ministry program success and accomplishment of ministry goals. Supports and monitors the implementation and execution of plans for ministry projects as required.

Meets with and communicates regularly with ministry staff to provide feedback and information regarding ministry operations.

Performs other duties as may be assigned or required.

Job Specifications

Education: Associate Degree or equivalent combination of education and experience required; some college-level courses, vocational training and/or practical or volunteer experience with children's ministry, childcare and teaching programs is desirable.

Experience: One to three years of experience working in an educational, non-profit or children's ministry setting with non-paid ministry partners is desirable. Through education or experience, must possess working knowledge of Microsoft computer programs such as Outlook, Word, Excel, PowerPoint and Publisher; database management knowledge/experience desirable.

Work Skill Requirements: Job requires exchanging information, engaging others in conversation, responding to questions, persuading others to act, resolving disagreements or conflicts, and/or conducting training. The ability to effectively communicate with a wide variety of people is necessary. Organizational skills are required.

Mental and/or physical Requirements: Must be able to work independently in an environment with constant interruptions. Also, able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. May occasionally be required to lift boxes or other materials weighing up to 25 pounds.

Personal Transformation: Spends time being with Jesus before doing things for Jesus. Trinity Church employees recognize that they cannot give to others what they do not possess for themselves. The best that we can give to Trinity Church is our transforming selves.

Disciple-Making: Affirms and practices Jesus' last command as our priority to make disciples. Each Trinity Church employee acknowledges the value to create environments where people can follow Jesus, be transformed by Jesus, and become committed to the mission of Jesus.



Spiritual Requirements: Must be able to articulate and demonstrate their Faith in Jesus Christ as central to their life and experience and must possess outstanding moral and spiritual character commensurate with a person in full-time vocational ministry.

Approved: _____
Lead Organizational Pastor Date