



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 Student & College Team Leader
Status: Part-time, Non-exempt
Department: NextGen Strategic Initiative
Reports To: NextGen Strategic Leader
Date Reviewed: August 2022

General Summary

The Student and College Team Leader collaborates and operates as a critical part of Trinity Church’s 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 student and college ministries. Reports directly to the Director of NextGen ministry 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 student and college ministry, processing required internal forms, responding to inquiries regarding ministry programs, maintenance of databases for ministry staff, interfacing with the communications teams for promotion and publicity notices for upcoming events and needs to ensure efficient and effective ministry operations.

Updates and maintains all student and college ministry Initiative database records, ensuring accurate weekly attendance, student and family information and related ministry records and history.

Works with the high school and college ministry leaders in the discipling of female students, though training others to disciple, modeling disciple making, and leading the spiritual charge.

Assists with preparation and execution of special ministry events.

In collaboration with the student ministry team, is responsible for recruiting and filling student 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 integrates with other team members as appropriate, for smooth hand-off of all candidates to placement in ministry positions.

Stays abreast of current ministry plans for each ministry and provides assistance to the NextGen Strategic Leader and paid staff for current and upcoming needs to ensure student



and college 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 student or college 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; data base management knowledge/experience desirable.

Work Skill Requirements: Job requires exchanging information, engaging others in conversation, responding to questions, persuading others to act, resolving disagreements, disputes or conflicts, making presentations 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