

Next Gen Ministry Coordinator

Reports to: Director of Next Gen Ministries

Team: Ministry Coordinators

FLSA: Hourly, Non-Exempt, 40 hours per week



Purpose

The Next Gen Ministry Coordinator equips leaders and teams of people to make disciples in alignment with Our Savior's mission, vision, values, and strategies. S/he teams with the Director of Next Gen Ministries to equip teams of people to provide leadership for kids and youth environments, ensuring that students experience safe, engaging, and spiritually formative care and teaching.

Ministry Leadership

- **Organizational Engagement:** Fully participate in meetings, retreats, and other opportunities modeling faithfulness, unity, and commitment to collective leadership practices including relational accountability and confidentiality.
- **Continuous Improvement & Development:** Demonstrate a commitment to ongoing education, skill development, and professional growth, while equipping volunteer team leaders to implement ministry across all ministry areas, including all campuses.
- **Stewardship & Organizational Culture:** Engage in spiritual practices and next steps including regular sabbath and worship, engagement in a Life Group, serving on a team, and model Culture Shaping Behaviors.

Kids Ministries

- Equip lead teams to execute **Kids Ministry programming** through the equipping and support of **Sunday Kids Connect Shepherd Team**.
- Collaborate with the Pastor of Next Steps and Director of Next Gen to prepare kids to celebrate their Faith Milestones.

Youth Ministries

- Collaborate with Next Steps Pastor and Director of Next Gen on **Confirmation student formation**.
- Collaborate with the Pastor of Next Steps and Director of Next Gen to prepare students to celebrate their Faith Milestones.
- Equip lead teams to execute Youth Ministry programming through the equipping and support of Youth Life Group Leaders.
- Provide Sunday morning connections with youth and serving opportunities.
- Plan and execute youth events and activities.
- Influence post high school Young Adults to connect in Life Groups and other Next Step strategies.

Families

- Collaborate with the Senior Director of Ministries and Director of Next Gen for All Congregational Events such as Jingle Jam, Winter Event, Family Camp, etc.
- Build **Parent Connections** to equip families in discipleship at home.
- Equip parents in their parenting roles, as appropriate.
- Ensure continuity between each phase of faith development.

Trips/Special Activities

- Annual retreats for Middle & High School
- Summer trip for High School
- Trip/activity for Kids

Administrative Leadership

- Collaborates with the **Director of Next Gen** to review and champion alignment of **Volunteer Policies** and **Child & Youth Safety Standards**.
- Works with Next Gen Team to develop an annual calendar that exhibits the values of OSLC and promotes a healthy and life-giving rhythm for families.

- Works with Next Gen Director to develop the annual budget for the Next Gen Team.
- Develops and implements a system of program evaluation.
- Other duties as assigned.

Professional Growth

- Participates and contributes to staff meetings, retreats, and spiritual growth opportunities.
- Participates in annual continuing education opportunities in faith formation/theology as approved by supervisor.
- Is supportive and responsible to all staff members as colleagues.

Key Performance Indicator Responsibility

- # of Volunteer Leaders
- # of Volunteers
- # of Students Serving
- # of Students in Life Groups
- # of Student Life Group Leaders
- # of Student Life Group Coaching Sessions with Students
- # of New People in PC

Evaluation Criteria

- Culture Shaping Behaviors
- KPI's
- Other Criteria set by Supervisor

Education, Skill and Experience Requirements/Preferences:

- Baccalaureate degree in education or ministry-related field with formal Bible training, or equivalent preferred.
- Demonstrated strong relational skills and ability to work with all ages.
- Demonstrated ability to recruit, train, empower and motivate volunteers for ministry.
- Effective organizational skills necessary to plan, manage, and implement activities.
- Proficiency in MS Office suite, MS Teams, Planning Center, Google suite, and Canva.
- Must possess a driver's license, acceptable driving record, and personal transportation.

Work Environment

Work is performed primarily indoors in an office setting under artificial light with periods of time sitting and working at a computer terminal. Work requires the ability to move freely within the facility. Flexibility to work from home is an option as mutually agreed upon. The ability to lift 20 lbs. is required. While the work schedule is often a normal business day, there may be a need to flex the schedule to include early, late, or weekend hours to meet the needs of the church. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Conditions of Employment

Employment is contingent upon successful completion of a criminal background check and any other screening requirements applicable to the position. Because this role involves working with children and youth, candidates must meet all church and ministry safety requirements prior to beginning employment.

Compensation: \$23-26/hour, depending on experience

Retirement: Employer contribution to pension plan; Employee options for 403(b) or Roth IRA contributions

Insurance: Health, Dental, and Vision Benefits are part of compensation (100% of employee; 50% of remaining balance for dependents)