

Job Description for Ministry Associate for Emerging Generations

Position Summary

The Ministry Associate for Emerging Generations will be a key part of our staff team, focusing on cultivating a culture of discipleship through coordinating our college ministry team and supporting our “next gen” ministries.

Responsibilities

The Ministry Associate for Emerging Generations is a 10-15 hr/week position reporting to the Minister of Children and Families and responsible for:

- **College Ministry Coordination (1-4 hrs/week):**
 - In conjunction with the Minister of Children and Families, work with the college ministry team to provide organic and structured ministry to the college students of NSCBC
 - Attend/help lead evening and weekend college ministry events (1-2X/month)
- **Sunday ministry support (2 hrs/week):**
 - Attend consistently on Sunday mornings, except when ill or taking PTO
 - Arrive by 8:50 on Sunday mornings to check classrooms, set out iPads, etc.
 - As needed, help find last-minute subs for children’s ministry classrooms
 - Be an extension of the staff presence on Sunday mornings—greeting children, families, and college students, being available to volunteers, troubleshooting technology, etc.
 - Be available to serve as a substitute or additional helper in a children’s ministry classroom *if needed* on Sundays and/or attend the monthly college brunch/lunch.
 - Plan to attend either 1st or 2nd service each week.
 - If no tasks are needed during the worship service time frame that you don’t attend, this time can be used to fulfill other tasks (paid) or participate in other church opportunities (unpaid).
- **Weekday ministry support (7-9 hours/week):**
 - Primarily, these tasks will support children’s, college, and foster care ministries
 - Tasks vary widely from week to week, and include but are not limited to:
 - Using Planning Center Online (our church management software) for registrations, check-ins, database management, scheduling, etc.
 - Using Microsoft software (Outlook, Word, Excel, etc.) for email, documentation, and spreadsheets
 - Working with the Minister of Children and Families to research, create, and implement systems for best practices in children’s ministry
 - Working with volunteer ministry coordinators to manage volunteer staffing
 - Purchasing supplies
 - Updating the Children’s, College, and Foster Care webpages as directed
 - Providing support to volunteers

- Occasional event support
- Other tasks as needed

Character Qualities, Knowledge, and Skills

Candidates for this position should:

- Have (and be able to articulate) a strong understanding of and commitment to the gospel
- Be aligned with NSCBC's vision, mission, theology, and values
- Demonstrate knowledge and experience in Biblical teaching and faith development
- Desire to serve the Lord and our church in ministry and grow in his or her ministry skills
- Have high emotional intelligence and a teachable spirit
- Desire to understand and execute the administrative tasks associated with ministry with excellence
- Demonstrate independent task management and taking the initiative to manage projects
- Have strong attention to detail
- Be skilled in technology/research and willing to learn our website (WordPress) and church management software (Planning Center Online)
- Have a strong working knowledge of our church and its people and good relationships within our congregation
- Demonstrate the ability to steward people, time, and money well
- Demonstrate excellent communication and people skills
- Be trustworthy, reliable, and conscientious
- Pass our background check and vetting process for working with vulnerable populations

Preferred Education and Experience

- Bachelor's degree or greater; preferably in a related field.
- Experience working in ministry or a related field.
- Experience working with children or youth.
- Experience managing staff and/or volunteer teams and handling/resolving difficult situations in a skilled and professional manner.

Compensation

Hourly wage is \$18-21/hr based on qualifications and experience.