

## NextGen Director - Job Description

<b>CHURCH DEPARTMENT:</b> Youth Ministry		
<b>OFFICE LOCATION:</b> Church Campus - [3592 Flat Shoals Rd., Decatur, GA]		
<b>JOB TITLE:</b> NextGen Director (Director of Youth Ministries)		
<b>IMMEDIATE SUPERVISORS:</b> Senior Pastor, Director of Ministries		
<b>EMPLOYMENT LEVEL:</b> <b>Management</b>  Manages all Ministry functions within the Youth Department of NLC, for all youth ages 19 and below.	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Work Hours:</b> <u>40+</u> /week  <b>Eligible for Ministerial Allowances and Tax Status:</b> <input checked="" type="checkbox"/> YES ( <i>Ordained Ministers Only</i> ) <input type="checkbox"/> NO
<b>GENERAL DESCRIPTION:</b>  To direct and lead youth programming for Middle School and High School age youth. The NextGen Director (NextGen) is expected to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ. The NextGen shall lead in building young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of discipleship, worship, relationship building, mission, and outreach) while serving as a ministry leader and role model.		
<b><u>ADMINISTRATIVE AND MINISTRY EXPERIENCE REQUIREMENTS AND EXPECTATIONS:</u></b>  Must have made a personal and public confession of Faith in Christ Jesus as Lord and Savior. Must have a minimum of 5 years of Administrative and/or Corporate Organizational experience in a leading and/or growing company. Must have demonstrated confidence in working closely under a company Executive or a Senior Pastor in previous work experience(s). Must have solid and capable communication skills that include interpersonal skills and be able to articulate thoughts verbally and in writing. Must be able to represent the core values of the Church, the Senior Pastor, and the Youth Ministry at large, to the church body and greater community. Must be able to lead a department of staff and/or volunteer personnel towards a joint goal. Must possess the ability to develop and maintain an expense budge, as well as a calendar of events. Must have competent organization and administrative abilities. Must be able to maintain the highest level of Confidentiality in regards to all privileged information. Must have strong, competent computer skills and competency with Microsoft Word, Excel and PowerPoint. Must be able to attend evening and weekend meetings and work extended hours as needed. Must support the Pastor and be in attendance at significant NLC events. Must be available for light travel to conferences and off site trainings and/or meetings. Must be an active and participating member in a local church under the Doctrinal guidelines of a mainline Protestant church for at least 2 years. <i>Eligibility under this provision determined solely by the Senior Pastor</i>		

**ADDITIONAL EXPECTATIONS**

The Director of Youth Ministries will be proficient in the use of standard office tools: copier, fax, computers, etc. She/he will demonstrate organizational skills, as well as an ability to relate well with a diversity of persons: pastoral staff, office colleagues, church leaders and members, and office visitors. She/he will demonstrate a willingness to grow spiritually, attitudinally and vocationally.

She/he will demonstrate a personal faith in Jesus Christ as Lord, seeking to grow in manifesting the fruit of the Spirit and a willingness to develop a comprehensive understanding of the church she/he serves, and receive additional training, should that be deemed necessary. She/he will be a cooperative team member in relation with others who share the work environment and responsibilities.

## Overview of Job Duties and Responsibilities to Ministry

Description of Duties	Co-Working Relationship	Personnel/Volunteer Mgmt.	% of Time	Priority Level
<b>Youth Department &amp; Youth Operations Oversight</b>			<b>50% Total</b>	<b>Level 1</b>
1. Provide leadership for and function as the primary staff person relating to the Youth Department of New Life Church.	Senior Pastor Dir. of Ministries	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Gen.	1
2. Lead in planning and implementing age appropriate activities for youth of all grade levels that promote faith and character development, as well as personal and spiritual Growth. Such activities might include; Worship services, concerts/musicals, dramatic presentations, group Bible studies, retreats and outreach or mission service projects.	Dir. of Ministries Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Gen.	1
3. Develop and lead a Finance team in preparing an itemized annual budget in accordance with the requirements of the Finance Office of NLC for approval, <u>and</u> manage the disbursement of budgeted funds for all Youth Departments according to the guidelines of the approved budget and in adherence with the spending policies of the church.	Dir. of Ministries Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5%	1
4. Coordinate the activities of all Youth Departments of the church (Nursery, Toddler Town, Kidz Citi, AMPED, & Transfusion Student Ministry) and oversee the general scope and vision of Department.	Youth Dept.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3%	1
5. Hold regular meetings of NLC Youth Departments (listed above) to determine the activities and overall effectiveness of each department, and provide operational and ministry direction.	Senior Pastor Youth Dept.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10%	1
6. Create high-level operational manuals for each Youth Ministry department that will give a general outline for all operational functions as well as inter-department procedures, such as record keeping, youth sign-in/sign-out, activity waivers, conduct and discipline guidelines, volunteer scheduling, etc.	Youth Dept. Leaders Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Gen.	1
7. Maintain good and healthy contact with administrative office staff to provide a timely and accurate schedule of all Youth activities. Also, be certain to keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by, or approved by the church. (e.g. e-newsletters, special mailings, posters, bulletin announcements, social media, etc.)	Senior Pastor Admin Staff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		1

Description of Duties (Continued)	Co-Working Relationship	Personnel/ Volunteer Mgmt. Required	% of Time	Priority Level
<b>Volunteer Management and Leadership</b>			<b>20% Total</b>	<b>Level 2</b>
1. Develop a comprehensive plan to recruit, train and maintain a solid volunteer base with clear roles and responsibilities within each Youth Department respectively.	Senior Pastor NLC at Large	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		1
2. Hold regular volunteer and leadership meetings to ensure that Youth Ministry goals are being met, and Youth Ministry operations are being executed effectively.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3%	1
3. Provide training programs and specifics for all volunteers who are serving at any level of responsibility within the Youth Departments of NLC.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	%	1
4. Work cooperatively with any church-wide ministries that provide necessary interfacing with any Youth Departments to ensure that cross-ministry interaction and partnerships are effective.	Senior Pastor NLC at Large	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2%	2
5. Work with the Director of Christian Education and New Life Bible Institute (NLBI) to ensure that all Sunday and Bible Study Teachers have completed the necessary requirements to teach the Scriptures to youth of any age as is required by New Life Church.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		2
6. Develop and provide a scheduling template to be utilized throughout the Youth Departments, for scheduling Volunteers for service, identifying the requested amount of service hours of each volunteer, as well as determining their specific area of service.				
<b>Worship Service Responsibilities</b>			<b>10% Total</b>	<b>Level 3</b>
1. Assemble and provide leadership to a Worship Development Team that will have the sole responsibility of creating, and developing all elements of Youth Worship at NLC, including, but not limited to: <ul style="list-style-type: none"> <li>a. Curriculum Development for Teaching</li> <li>b. Sermon Preparation and Illustrations</li> <li>c. Worship Activities Planning</li> <li>d. Drama, Puppetry and Artistic expressions during worship</li> <li>e. Worship Music, Poetry, and Instrumentals</li> <li>f. Worship Stage Design and Multi-media requirements, etc.</li> </ul>	Youth Dept. Lead Team Front Office Staff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		1
2. Serve as a regular participant of the worshipping community of New Life Church and its Youth Worship environments.	Congregation & Community	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2%	1
3. Interface with all available persons, resources, and aids to create engaging, memorable, interactive, and life-changing worship experiences for the Youth of NLC.	Congregation & Community	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		2

Description of Duties (Continued)	Co-Working Relationship	Personnel/ Volunteer Mgmt. Required	% of Time	Priority Level
4. Enlist the help and support of other church-wide teachers, Ministers and Ministers-In-Training within NLC to aid in the teaching/preaching demands of the Youth Departments.	Ministry Leaders and Ministers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		3
5. Attend other Worship experiences of 'model' Youth Ministries to assess best practices and garner new ideas and broader thinking regarding the possibilities for youth worship.	Front Office Staff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		4
<b>Activities, Outreaches and Missions</b>			<b>10% Total</b>	<b>Level 4</b>
1. Plan and coordinate activities and outreaches that cultivate spiritual growth and development among the youth of New Life, such as special conferences, intramural games and sporting events, on-site and off-site fun activities, Christian based entertainment, etc.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		1
2. Arrange and plan annual, or bi-annual Missions Trips, either locally, domestically or internationally. This can be done by networking with other local or national organizations, or utilizing intra-ministry contacts to support Mission opportunities.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2%	1
3. Work with the Administrative and Finance Departments of NLC in scheduling all activities, on or off-site, and following any church approved guidelines and requirements.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	%	1
4. Coordinate fund-raising activities that support special youth activities and trips by receiving proper approvals, and managing such activities according to church guidelines.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1%	2
<b>Personal Growth and Development</b>			<b>5% Total</b>	<b>Level 1</b>
1. Participate in personal growth and development by being available for training within and out-of-state.	Senior Pastor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2%	1
2. Continuously enhance computer skills to stay abreast of, and be proficient in the latest software and technology changes.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	%	1
3. Perform site visits to other ministry models to sharpen vision and expand ministry thought. Site visits may be done with an accompanying team, if the case dictates.	Senior Pastor Church Staff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1%	2
4. Maintain an active library and a working knowledge of other ministry models and how the Administrative structures of those ministries operate.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Gen.	2

Other Duties & Responsibilities as Assigned			5% Total	Varied
<p><b>Other Duties May Include, but are not limited to:</b></p> <p>Special Projects Coordination or Leadership as assigned by the Senior Pastor</p> <p>Participate and/or assist in any Worship Service as may be requested by the Senior Pastor</p> <p>Working on church-wide activities and/or events that may or may not have a Youth Ministry component, but is specifically requested by the Pastor or other Church leadership.</p>	Senior Pastor  All Staff  All Ministry Depts.  Church Membership at-large	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10%	<b>Varied</b>