



# CHRIST CHAPEL CHURCH

**Position Title:** NextGen Ministries Administrative Assistant / Database Support

**Reports To:** Christ Chapel Next Generation Pastor

**Position Type:** Full-Time (40 hours)

## **Position Summary:**

Is responsible for providing administrative assistance to the Kids, Students, and Young Adults teams in the administration of duties of the NextGen Ministries department to support the mission of helping accomplish the vision and mission of our church. This person will also help maintain and support other ministries areas need within Planning Center, our Church Management System.

## **Essential Job Functions:**

- Assist the NextGen Pastor with details for strategic ministry execution:
  - Making and receiving phone calls.
  - Manage NextGen Pastor's calendar and schedule (as needed)
  - Maintain NextGen database.
  - Assist with administrative needs.
- Create, improve, and implement administrative systems and processes for NextGen ministry team.
- Manage database and update student and family rosters within Planning Center.
- Attendance tracking and data processing for kids, students, and young adult ministries.
- Support ministry expenses and reimbursements, including receipt filing and tracking.
- Review and edit communication for all NextGen ministries to parents and serve team members.
- Provide support with executing NextGen team meetings and events.
- Oversee and schedule NextGen Team meetings.
- Oversee the NextGen ministry email accounts and phone calls, offering timely responses.
- Manage NextGen ministry's calendar within Planning Center and send out communications as needed.
- Help maintain NextGen Ministry Budgets.
- Print and prepare bulk mailings.
- Process NextGen Ministry volunteer applications and onboarding process.
- Meet regularly with the NextGen Pastor to pursue ongoing spiritual and professional growth opportunities.
- Occasional presence at key programs/events throughout the year.
- Other responsibilities as assigned by the NextGen Pastor.
- Stay educated and informed on all aspects of Planning Center updates, and be able to provide occasional interdepartmental assistance as needed to assist with:
  - Profile Updates
  - List creation and maintenance.
  - Event and registration maintenance.
  - Monitoring and Updating Check-In data.
  - Maintaining Check-In stations.
  - Creating and Developing Forms.
  - Creating and Developing Workflows.



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## **Core Competencies:**

- Must adhere to the Christ Chapel policies as outlined in the Employee Handbook.
- Must possess a strong character, interpersonal skills, pleasant personality and be able to interact with a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech.
- Must have the ability to interact effectively with staff and church congregants.

## **General Responsibilities:**

- Cooperate with the Lead Pastor, Board of Elders, and other staff members in promoting the entire ministry vision and mission of Christ Chapel Church.
- Participate in all required staff meetings, events, and activities.
- Participate in training opportunities as approved by NextGen Ministry Pastor.
- Serve as an effective staff liaison to assigned ministry teams and/or committees.

## **Personal Responsibilities:**

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, worship, and other spiritual disciplines.
- Maintain proper priorities in your home life.
- Develop personal evangelism opportunities within and outside the church.
- Financially support the works of Christ Chapel Church by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.