

**Position:** Preteen and Middle School Coordinator

**Reports to:** NextGen Pastor

**Status:** Non-Exempt (Part Time)

**Last Revised:** July, 2025



### **Mission**

To provide operational support in LifePoint NextGen Ministries with the goal of helping kids and students find Jesus and take their next step in following Jesus.

### **Primary Objectives**

- In collaboration with NextGen Pastor, develop fun, authentic and engaging environments conducive to spiritual formation for kids, students and volunteer leaders.
- Coordinate programming for 4<sup>th</sup>-8<sup>th</sup> grade in alignment with the overall LifePoint NextGen strategy.
- Cultivate and maintain healthy volunteer culture within immediate area of oversight.

### **Responsibilities**

#### **Ministry Programming for Spiritual Formation**

- Create a safe and welcoming environment where kids and students feel known, accepted, and loved- regardless of background.
- Collaborate with NextGen Pastor to coordinate teaching schedule, providing adequate notice in scheduling to teachers with teaching content/curriculum including small group discussion guides to Small Group Leaders (SGLs).
- Use Planning Center to organize volunteer scheduling and programming.
- Utilize a task management system to coordinate weekly program and/or LPKids/LPStudents event communications with LifePoint Communications Team.
- Implement weekly programming production with volunteer team using tools such as ProPresenter, Sidekick, lighting software and/or other AV software or programs.
- Plan and implement an appropriate social media presence in collaboration with the Communications Team.
- Assist in the planning and execution of events and trips outside of weekly programming in alignment with NextGen Ministry strategy.

#### **Healthy Volunteer Culture**

- Recruit, develop and lead volunteers related to production of programming.
- Partner with LifePoint Worship and Music Director for the development of younger worship team members.
- Assist in the recruitment, development and leading of SGLs and other volunteers within NextGen ministries.
- Plan and execute volunteer appreciation events with NextGen Pastor and team for all NextGen volunteers.

#### **Staff Member Responsibilities**

- To embody our staff values of:

- Pursue Unity: choosing “we” instead of “me.”
- Build Trust: extending trust and being trustworthy.
- Lead Yourself: committed to personal integrity and continual improvement.
- Exercise Ownership: accepting responsibility for outcomes and mission.
- Develop People: investing in and creating opportunities for others.
- Collaborate with NextGen Pastor to plan an annual calendar and lead within time, budget, and people resources.
- Align personal and professional life to expectations for staff according to LifePoint policies.
- Participate in NextGen team meetings and provide input on systems and processes to build unity between our ministry teams.

### **Qualifications**

- Management – able to manage volunteers, kids, students and adults toward a common goal.
- Team Creation – able to identify, recruit and train volunteers to create ministry teams.
- Communication – clearly and articulately speaks and writes without being overly verbose or talkative, consistently maintaining this standard in all forms of communication. Able to communicate one on one and to small or large groups.
- Teamwork – reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.
- Strong relational IQ – shows sensitivity to and awareness of how people are responding and relating.
- Enthusiasm – exhibits authentic excitement over work. Has a can-do attitude.
- Administration – strong attention to detail.
- Personal Growth – able and willing to continue to self-teach and learn new skills that will develop professional, technical, personal, and spiritual skills.

### **Spiritual Criteria**

- Faith – trusts in Jesus Christ, has a heart for the local church, has a growing relationship with Jesus Christ, and a passion to help others find and follow Jesus.
- Doctrine - fully agrees with the doctrinal perspective of LifePoint Church.
- Attends, supports, and is an active participant at LifePoint Church.

### **Education and Experience**

- Youth Ministry Degree or related or in pursuit of one.
- Has, or willing to learn, a working knowledge of Microsoft Office, database, and other related applications.
- Working knowledge and experience with social media platforms.