

Coordinator: Next Gen Team

Position Summary

The Coordinator – Next Gen Team exists to advance the mission of Friends Church by providing exceptional organization, administration, and ministry support to the Next Gen Team, which includes Kids, Students and Young Adults. This role serves as a key team member in creating environments where children, students, and families can encounter God, grow in their faith, find freedom, and build a better future.

Working alongside the Executive Director of Ministries, this position provides administrative leadership, event coordination, volunteer support, pastoral care, and ministry execution that enables the Next Gen Team to thrive. The Coordinator ensures that ministry systems, communication, and weekly experiences are carried out with excellence while helping cultivate a healthy culture among volunteers, leaders, and families.

Key Responsibilities

Ministry Support & Execution

- Champion the mission, vision, and values of Friends Church in every aspect of ministry.
- Assist in the planning, execution, and evaluation of Next Gen ministry initiatives and weekly ministry environments.
- Help create engaging experiences that introduce children, students, and families to Jesus while encouraging spiritual growth and discipleship.
- Participate in the planning and execution of Friends Church's four annual Buzz Events.
- Support ministry strategies that help families become active participants in the life of the church.

Administration & Operations

- Provide administrative support to the Executive Director of Ministries.
- Manage the Next Gen Team calendar, scheduling, and ministry communications.
- Coordinate Planning Center services, volunteer scheduling, and ministry workflows.
- Organize, prepare, print, and distribute curriculum and ministry resources.
- Maintain accurate ministry records, volunteer information, attendance reporting, and ministry documentation.
- Ensure ministry environments are prepared, organized, and equipped each week.

Volunteer Coordination

- Assist in recruiting, onboarding, training, and encouraging volunteer leaders.
- Maintain healthy volunteer-to-child ratios across all Next Gen ministry environments.
- Help create systems that equip volunteers to serve effectively.
- Foster a culture where volunteers feel valued, encouraged, and empowered.

Communication & Collaboration

- Maintain consistent communication with parents, volunteers, and staff through Planning Center, Microsoft Teams, email, social media, and other communication platforms.
- Collaborate with church staff and ministry leaders to ensure excellent execution of church-wide initiatives.
- Participate in staff meetings, planning sessions, and leadership development opportunities.

Team Expectations

Every Coordinator at Friends Church is expected to:

- Lead with humility, integrity, and a servant's heart.
- Model a growing relationship with Jesus Christ.
- Support and protect the vision and unity of Friends Church.
- Take ownership of responsibilities while working collaboratively with the staff team.
- Help create ministry environments marked by excellence, hospitality, and intentional discipleship.
- Demonstrate biblical leadership in both character and conduct.

Personal & Spiritual Development

- Pursue ongoing spiritual growth through prayer, Scripture, and personal discipleship.
- Continue developing leadership skills and ministry knowledge related to Next Gen ministry.
- Stay informed on current trends affecting children, students, and families to strengthen ministry effectiveness.
- Faithfully live out the Friends Church Staff Behavioral Values in every area of leadership.

Success Measures

Success in this role is demonstrated by:

- Well-organized and effectively executed weekly ministry environments.
- Healthy and engaged volunteer teams.
- Excellent communication with parents, volunteers, and staff.
- Strong administrative systems and ministry organization.
- Positive relationships with families and volunteers.
- Consistent completion of weekly scorecard priorities.
- A ministry culture that reflects excellence, care, and intentional discipleship.

Weekly Scorecard

At Friends Church, we believe that faithful execution of the right priorities creates opportunities for God to work. This position is responsible for consistently accomplishing assigned weekly scorecard goals and key ministry objectives.

GWC (EOS)

Gets It

- Understands how strategic communication advances the mission of the church.
- Thinks proactively, strategically, and creatively while maintaining alignment with ministry priorities.
- Recognizes the importance of consistency, clarity, and storytelling in helping people take next steps.

Wants It

- Passionate about using communication to make disciples.
- Enjoys collaborating with ministry leaders and serving behind the scenes.
- Thrives in a fast-paced, creative environment with multiple deadlines.

Capacity

- Demonstrates strong leadership, organizational, creative, and communication skills.
- Can prioritize competing projects while maintaining excellence
- Has the emotional intelligence and flexibility to adapt in a dynamic ministry environment.

Qualifications

- A growing and authentic relationship with Jesus Christ.
- Agreement with the mission, vision, beliefs, and values of Friends Church.
- Strong organizational, administrative, and communication skills.
- Ability to recruit, coordinate, and encourage volunteer teams.
- Excellent interpersonal and relational skills.
- Ability to manage multiple priorities while maintaining attention to detail.
- Experience with Planning Center, Microsoft Office, and church management systems preferred.

Work Schedule

This is a 32 - 40 hour per week position with a regular schedule of Sunday - Thursday.

Evening and weekend hours are required as ministry events and church programming demand. Flexibility is expected to meet the needs of the ministry and church family.

Reporting Relationships

Reports To: Director of Kids Ministry & Student Ministry

Accountability: Executive Director of Ministries & Outreach