

Position: Central Next Gen Ministry Assistant

Reports to: Central Student Pastor & Central Kids Director

Job Location: Arden, NC

Position Type: Full-time, non-exempt

Summary of Position: The Central Next Gen Ministry Assistant is responsible for supporting the Central Student Pastor and Central Kids Director in daily administrative tasks, planning and executing events, and weekly services.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings
- Minimum of high school diploma or equivalency; college degree and 2 years of relevant experience preferred
- Excellent keyboarding & computer skills with proficiency in Microsoft Office & capable of learning other programs / e.g., Planning Center, Google Suite
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

Essential Responsibilities

- Create, improve, and implement administrative systems and processes for next gen ministries
- Manage database and update student Connect Group rosters in Rock RMS
- Attend weekly students staff meetings and monthly all staff meetings
- Take notes in central Next Gen meetings
- Oversee and schedule meetings for Next Gen ministries
- Oversee the Next Gen Ministry email accounts and phone calls, offering timely responses. Notify Pastors/Directors of Next Gen ministries needs as needed
- Manage Next Gen ministries calendar in Planning Center and send out calendar invites as needed
- Maintain the annual Next Gen ministry budget
- Oversee the administrative needs for Next Gen ministries events for 600+ students and/or kids including Wake Weekend, Camp Week, and Adventure Week
- Maintain attendance records as needed for all Next Gen campuses
- Maintain and update the Next Gen leader list in rock and background checks for all Next Gen leaders
- Create student monthly parent newsletter for all campuses
- Send weekly recap kids email for all campuses
- Manage Next Gen ministry supplies and inventory and order supplies as needed

- Assist the Central Student Pastor & Kids Director in planning, organizing, and executing the Next Gen staff retreat, quarterly Next Gen Leader Trainings, and other meetings as assigned
- Other responsibilities as assigned by the Central Student Pastor & Central Kids Director