



Church Mission: To glorify God by making disciples of Jesus Christ.

Job Title:	Next Gen Director
Pay Grade/Range:	Grade 13
Reporting To:	Executive Director
Hours:	Full Time
Weekend Work Possible	Yes - Every Sunday
Overtime Possible	Exempt Salaried
Purpose of this Position: <i>(Why this position exists)</i>	The Next Gen Director will work to ensure that the mission, vision and values of Gateway Church's Next Gen ministry are carried out with excellence, timeliness and integrity. The Next Gen Director will provide oversight to all the Next Gen ministries from infants through high school and will serve as the Kidway Director at Gateway's County Road 9 Campus. The purpose of this position is to lead in a way that helps disciple and equip the families of Gateway Church through gospel centered teaching, worship, and intentional investment.

RESPONSIBILITIES & DUTIES

Kidway Ministry Oversight (10 hours)

- Lead Kidway staff in developing and implementing all necessary and appropriate policies and procedures in order to ensure the Kidway ministry functions in an organized and safe manner.
- In coordination with other Next Gen staff, provide strategic leadership for ministry volunteers: recruiting, training, showing appreciation for and shepherding in a way that models the care and attention we want them to have for the children they lead.
- Collaborate with other staff and volunteers for special ministry events such as Vacation Bible School and other outreach events.
- Work with Next Gen administrative assistant to keep track of all volunteer information: email lists, paperwork, trainings, etc
- Oversee bi-annual Child Dedication classes
- Lead Kidway staff meetings.
- Coach/supervise Kidway staff (County Road 9 campus Assistant Directors/other campus Kidway Directors)
- Recruit and schedule volunteers for evening Communion services (with the help of other Kidway staff)
- Send weekly "welcome" emails to new Kidway families

Elementary Ministry (20-25 hours)

- Recruit and train all County Road 9 elementary and general Kidway ministry volunteers, including 1-5 grade Small Group Leaders, Large Group Leaders, Tech Assistants, and Check-in Assistants.
- Ensure County Road 9 campus elementary class spaces are ready for Sunday small groups by scheduling leaders and helpers, and by stocking/preparing necessary supplies.
- Ensure all church and staff policies (i.e. Communication policy, Child-care policy, etc.) are being followed for all events/trainings hosted by County Road 9 campus Kidway
- Communicate Kidway information to volunteers and parents
- Coordinate Kidway stage changes at County Road 9 as needed
- Prepare Large Group teaching resources for all Gateway campuses

Next Gen Director (5-10 hours)

- Lead Next Gen staff in the development and implementation of all necessary and appropriate policies and procedures in order to ensure the Next Gen ministry functions in an organized and safe manner.
- Coach/supervise Kidway and Youth ministry directors
- Lead the Next Gen staff in providing strategic leadership for ministry volunteers: recruiting, training, and shepherding in a way that models the care and attention we want them to have for the children they lead.
- Determine metrics for tracking effectiveness of Kidway and youth ministries and provide monthly or quarterly reports to the Executive Director
- Lead Next Gen staff meetings

QUALIFICATIONS

Education

Bachelor's degree (ministry or related field, preferred)

Experience

3-5 years experience in children's ministry, child development, education and/or teaching, preferred

Technical Skills

- Able to easily and intuitively utilize a variety of technology platforms
- General knowledge of database systems and system logic

Personal Characteristics

- Enthusiastic about the mission and core values of Gateway Church – loves people well
- Proven leader who can develop and motivate other leaders as well as collaborate with others as part of a ministry team
- Able to anticipate needs and proactively handle them
- Attention to detail and problem solving skills
- Ability to work with little to no supervision
- Ability to multitask and prioritize work
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Flexible and patient
- Creativity in planning activities
- Able to resolve conflict with humility and grace

Application Process

- Submit cover letter & resume at <https://gatewayepc.bamboohr.com/careers/55> (link may also be found on church website – gatewayepc.org/careers)
- Contact Laura Moore (lmoore@gatewayepc.org) with questions

Gateway Church is a multi-site church located in Findlay, OH. For more information about our church, see gatewayepc.org.