



Staff Role Description

NextGen Assistant

Ministry:	Central & Campus
Reports To:	Director of Chapel Students
Average Hours Per Week:	Full-Time, 40 hours per week
Role Type:	Non-Exempt
Last Revision Date:	September 2023

Role Overview

The NextGen Assistant will have administrative responsibilities that primarily consist of supporting our Chapel Students ministry at the Grayslake campus. Additional responsibilities include supporting our central NextGen team (Kids and Students) as they support Chapel Students and Chapel Kids Chapel-wide.

Primary Responsibilities

This role's primary responsibility is to provide administrative support for our Chapel Students ministry at the Grayslake campus (approximately 75-90% of the role). Additional responsibilities include supporting our central NextGen team (Kids and Students) as they support Chapel Students and Chapel Kids Chapel-wide. Specific responsibilities include but are not limited to the following:

- Schedule all relevant activities, maintain a calendar of events and reserve/secure appropriate meeting spaces
- Anticipate upcoming ministry events and needs in advance and communicate preparation needs to ministry leaders
- Prepare for all events/meetings that includes set-up for rooms (tables, chairs, supplies, AV availability, etc.), tear-down (ensuring the space is put back to its original set-up and is clean), provide food/drinks, and get invites out in an appropriate timeframe
- Communicate to staff, volunteers, student/kids and parents/guardians regarding all related news and activities via newsletters, email, social media, print material, etc. in an effective, warm and engaging way
- Manage social media to promote and communicate related news and events for Chapel Students and Chapel Kids
- Assist with the management of ministry budgets through reporting, spreadsheets, expense reports, etc.
- Field all incoming questions regarding Chapel Student and Chapel Kids
- Manage care needs for families and individuals

NextGen Assistant

- Welcome new people to the ministry and provide guidance regarding events, small groups, leaders, etc.
- Manage the registration process for all NextGen activities such as camps, retreats, campus events, etc.
- Take meeting notes at various gatherings, distribute notes as needed, and use notes to create various communication pieces
- Be an active participant at camps, retreats, conferences and other ministry events

Additionally, the NextGen Assistant must ...

- Have demonstrated abilities as a self-starter and a problem solver with excellent follow-up and organizational skills
- Be authentic, joyful, winsome, inspiring, humble, and authentic
- Perform all responsibilities with the highest degree of confidentiality and integrity
- Have proficiency with Office 365
- Have proficiency with various social media outlets
- Have the technical proficiency or ability to quickly learn the following: Planning Center, Rock, Teams, CSRs, Espace and any other ministry-related software, programs and apps
- Have the ability to independently travel to any Chapel campus as needed
- Have the ability to lift 20 pounds
- Have the ability to drive a Chapel vehicle, including vans and buses (not a requirement)
- Be an example of the type of Christ follower that we want our people to become by holding to our statement of beliefs, practicing our approach to ministry, and embodying our culture
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Embody The Chapel's Purpose, Vision and Values as outlined below

Our Purpose, Vision & Values

The NextGen Assistant must embody the purpose, vision, and values of The Chapel by being a visible example and model to all those within their scope of influence as outlined below.

Our **PURPOSE:** *To help people come alive to God*

Big Idea: Revival -- All of God, in all of us, for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

NextGen Assistant

Our **VISION**: *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken, and integrity-filled
- Have Fun: Vibrant, winsome, joyful people

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.