



THORNAPPLE

COVENANT CHURCH

NextGen Assistant **November 2025**

Summary: The NextGen Assistant will provide support to the Associate Pastor, Minister to Students, Director of Middle School Ministries, and the Minister to Children and Families. This will include preparing for Sunday mornings and the various student and children's ministries that occur throughout the week and special events.

Reports to: Associate Pastor

Position: Part-time (10-15 hours/week), non-exempt

Responsibilities & Duties

- Supporting NextGen Team including: Associate Pastor, Minister to Students, Director of Middle School and Minister to Children and Families
- Attending weekly staff meetings and NextGen team meetings on Tuesdays
- Help brainstorm, give input, work alongside, have fun, and be creative with the NextGen team
- Interact and communicate with kids and families in a warm, friendly and kind manner
- Coordinate and maintain NextGen calendar, ensuring alignment with overall church programming/calendar of events
- Utilize church database (Breeze) to manage sign-ups, registrations, payments, attendance, and volunteer scheduling
- Oversee the nursery, including volunteer scheduling, maintaining cleanliness and organization of physical space, and ensuring compliance with safety procedures
- Oversee paperwork and forms related to NextGen programs and events
- Assist with preparation and follow-up for big events (Vacation Bible School, youth trips, HS Amazing Race and MS The Hunt)
- Assemble baby baskets and other care gifts as needed
- Write and send birthday cards and other communications to students and families
- Perform special projects and duties as assigned

Qualifications, Skills & Qualities

- A disciple of Christ who embraces Thornapple's mission of helping people find and follow Jesus Christ and exhibits compatibility with the Evangelical Covenant Church
- Gifts of hospitality, help and administration
- Team player that contributes to ideation and strategy
- Administrative tasks experience preferred
- Multitasking and time-management skills, with the ability to prioritize tasks
- Proficiency in G Suite (Google), Microsoft Office and church management software or equivalent systems
- Comfort with using variety of office equipment
- Physical demands: sit/stand for 1 hour at a time, talk and listen, lift and/or move up to 25 pounds