

## Next Generations Coordinator

**Cathedral of Hope** is a religious institution in which religious considerations permeate all aspects of the employment relationship and govern the employee selection process. Employees in every position serve as role models for the sincerely held Christian values of Cathedral of Hope. Our mission is to proclaim Christ through faith, hope, and love.

Job Title: Coordinator, Next Generations (Next Gen)  
Department: Discipleship and Strategy  
Reports to: Associate Pastor, Discipleship  
FLSA Status: Part-Time, (25 hours, Non-Exempt)  
Prepared by: Human Resources  
Prepared Date: February 2023  
Effective Date: March 2023

### **Purpose:**

The Next Generations (Next Gen) Coordinator will work with the Associate Pastor of Discipleship to develop and implement ministry programming that addresses the specific needs of Cathedral of Hope's children and youth ministries, resulting in spiritual growth and numerical growth in pursuit of the vision and goals of Cathedral of Hope United Church of Christ.

### **Primary Responsibilities:**

The Next Gen Coordinator is responsible for the following functions:

- Coordinate with the Associate Pastor of Discipleship to establish the vision, direction, and weekly execution of all Next Gen ministry areas.
- Develop programming and events for children, youth, and families that foster spiritual growth, including weekly children and youth gatherings on campus, off-campus opportunities for fellowship and outreach, retreats, camps, and mission trips.
- Collaborate with Discipleship Ministry Team to ensure Next Gen Programs align with wider church strategy.
- Develop meaningful relationships in the community with schools and organizations to support, promote, and grow Next Gen ministries.
- Develop goals and maintain metrics to measure impact of Next Gen ministry strategies.
- Recruit, train, and empower teams of volunteer leaders to assist in the development, promotion, and implementation of Next Gen ministry programming.
- Resource Next Gen leaders and volunteers with curriculum and training as needed.
- Collaborate with Next Steps ministry area regarding first-time visitor follow-up processes for families.
- Work with ministry staff on developing policies and procedures to ensure a safe and inclusive environment for children and youth.
- Collaborate with Digital Experience ministry area on maintaining accurate Next Gen communications in print and digital church media.
- Attend and support all-church events as needed and directed.
- Other duties as assigned.

**Working Relationships:**

- Internal - CoH Discipleship Team, Worship Teams, Members, Visitors, Volunteers, Boards and Committees
- External – Community Organizations, Schools, Media

**Work Environment:**

This role requires great flexibility in hours available for work, including evenings and weekends, as well as secular and religious holidays. The employee should be in the office a sufficient amount of time for accessibility to the congregation and for regular communication with members of the church staff and key volunteers. The employee must assure sound and open communication between themselves, staff, and the congregation of CoH.

**Education, Experience, and Skills Required:**

- An Associate's degree from an accredited university. Bachelor's degree is preferred.
- Current enrollment in an accredited university will be considered as a level of experience.
- Minimum 3 years of experience working with children and youth.
- Knowledge and experience in creating a supportive faith environment for queer families and youth from non-traditional family structures.
- Strong, written, oral, and digital media communications skills.
- Demonstration of leadership, volunteer management, time-management, and organizational abilities.
- Commitment to collegial and collaborative relationships with staff and lay leaders.
- Adherence to Church's bylaws, policies, and procedures.
- Commitment to ongoing personal growth and development.
- Experience in digital communications, social media, office administration, file maintenance, data entry, spreadsheet analysis, and reporting.
- Excellent interpersonal ability, problem solving, flexibility/adaptability, communication, research, analysis and time-management skills.
- Personal qualities of integrity, credibility, and commitment to the mission of Cathedral of Hope.
- Conversational fluency in Spanish is a plus.
- Background Check is required.

**Location:** Dallas, TX