

NEXT GENERATION ASSISTANT AND MILESTONE COORDINATOR

(NEW POSITION TO APPROVE)

As an employee of Cowee Baptist Church, every effort must be made to carry out your job in a Christ-like manner. Job performance will be evaluated on the following criteria:

- Competency in job related requirements
- Confidentiality in all matters
- Unquestionable conduct in carrying out said job

Failure to achieve any or all of this stated criteria may lead to termination. Being a representative of Cowee Baptist Church, all employees should reflect God's love to everyone with whom they work and associate.

Job Classification:

Salaried, Full-time (40 hours per week)

Principle Function:

The Next Generation Assistant and Milestone Coordinator is to assist the Children's Ministry and Communications Director in planning, conducting, and promoting a comprehensive ministry to children (birth through sixth grade) and their families. As well as, overseeing milestone classes and faith at home ministry. The Next Generation Assistant and Milestone Coordinator will make sure Kingdom Kids is well supplied, organized for Sunday services, and be available to fill any position if there is need on a Sunday Morning.

Responsibilities:

- Assist the Children's Ministry and Communications Director by performing weekly tasks and projects delegated by the Children's Ministry and Communications Director.
- Grow attendance by helping to create and implement a strategy that draws families into the church through Kingdom Kids ministry.
- Help lead and develop teams and volunteers so that they are operating in their strengths and being most effective in their roles on the Kingdom Kids team.
- Order and maintain supplies needed for the church's Kingdom Kids ministry.
- Help the Children's Ministry and Communications Director in planning and conducting special programs that will serve as opportunities for children to grow spiritually.
- Help provide care and support for children, their families, and Kingdom Kids volunteers.

- Be present and available to the children's ministries that take place during Sunday morning worship services.
- Greet and assist parents/guardians/visitors at children's events and at regularly scheduled programs.
- Assist in the children's aspect of functions of the church (e.g., Sunday School promotion, Love in Action, etc.)
- Be present at all church-wide functions and participate in the educational and worship programs of the church.
- Minister to the families and aid in connecting what happens on the weekend with what happens at home.
- Coordinate, equip, and develop Milestone Classes.
- Create, maintain, and update the Milestone wall (will be located in Kingdom Kids area and will house discipleship resources for families and communicate vision for generational discipleship).
- Provide resources for parents and guardians to help facilitate discipleship at home.
- Assist with covering the front desk in times the Care Pastor is away.

The pastor directly supervises the Next Generation Assistant and Milestone Coordinator.