

Trinity Church

Administrative Assistant to Director of Groups & Next Gen 2020

POSITION SUMMARY

The Administrative Assistant to the Director of Groups and Next Gen works collaboratively with Trinity staff to help us grow as disciples of Christ. Responsibilities for the Groups and Next Gen Director includes groups ministry, including a new focus on next gen ministry/groups. The Groups and Next Gen Director ministers and helps the Trinity Church family to grow in Christ.

Position Title: Administrative Assistant to the Groups and Next Gen Director

Classification: 10 hours/wk

Accountable to: Director of Groups & Next Gen

RESPONSIBILITIES

Adult Discipleship/Christian Formation:

- Support the Director of Groups in all adult formation ministries including but not limited to Journey Groups, Community Groups, Sunday and Wednesday adult classes, and any future groups/classes at Trinity.
 - Collaborate with Ministry Assistants on the administrative needs of discipleship ministry at Trinity.
 - Provide consistent training, coaching, encouragement and appreciation for all group leaders and teachers.
 - Recruit and develop new leaders, start new groups, resource group leaders, and seek to improve health of groups.
 - Identify and implement strategies for neighboring within existing groups.
 - Direct Community Groups to be multi-generational and geographically based.

Next Gen:

- Support the Director of Groups and Next Gen with the following:
 - Provide vision, leadership, oversight, strategic implantation and evaluation of Next Gen groups, learning communities, retreats and more to build up the 20's/30's and high school student retention within Trinity's congregation.
 - Provide consistent training, coaching, encouragement and appreciation for all Next Gen group leaders within monthly meetings to gather input/planning and praying for Next Gen ministry.
 - Support Trinity's Forward40 direction by evaluating existing ministries through the lens of successful leadership transition to Next Gen leaders.