

FRIENDSCHURCH

NEXT GENERATION MINISTRY CREATIVE ARTS ASSOCIATE PART TIME

JOB PURPOSE

To serve the church through developing an effective ministry that meets and exceeds the needs of NEXTGEN Ministries weekend and special event production and creative programing.

As a NEXTGEN Team member

- Provide for the production quality of NEXTGEN weekend gatherings and special services at our church.
- Cooperate with the Next Generation Team Lead and Directors to establish goals and objectives, prioritize NEXTGEN programs, manage the use of facilities, plan an appropriate budget, delegate tasks and consistently evaluate progress toward goals.
- Work in conjunction with the NEXTGEN Creative Arts Director to partner with other Friends Church departments to implement effective structures to ensure all church programs and special events happen with excellence.
- Work in partnership with NEXTGEN Directors to facilitate the enlisting, equipping, encouraging and appreciation of volunteer leaders and teachers for NEXTGEN Ministries.
- Cooperate with other departments and teams to provide for the creative and production contribution of NEXTGEN within the larger context of Friends Church.

NEXTGEN Gatherings (Production needs for Weekend services, Camps and Special Events)

KV/ JH/ HSM WEEKEND GATHERINGS Gathering Production

- Oversight of NEXTGEN weekend Gatherings Production needs (including worship, tech and media)
- Assist to suggest, resource and implement NEXTGEN departments with creative ideas, stage design, new technology and effective methods for effective message communication and application teaching application.
- Recruit, Develop and Schedule media, tech, worship leaders and worship teams to meet the needs within the weekend gatherings of NEXTGEN programing as assigned by the NEXTGEN Creative Arts Director.
- Speak or fill on stage communications roles as requested in weekend services.

Leadership

- Assist, recruit and direct key leadership for production and program needs for Weekend Gathering services, and or special events.
- Assist creatively in service conception and overall service production development.
- Develop people to Service Direct as needed for services and events.

Stage Team Development

- Develop and implement plan for educating and empowering students and volunteers to be on stage in NEXTGEN services.

Tech Services

- Recruit and empower adult tech team leads
- Oversee the use of technology for Weekend and NEXTGEN Gatherings. (Sound, Lighting and Media)
 - Computer software updates, upgrades, etc.
 - Maintain up to date computer libraries with updated graphics, backgrounds, videos and music.
 - Create music playlists for use within SM services
 - Maintain all tech and production equipment in building 4, Room 317, and the MPR as it pertains to NEXTGEN Services
 - TVs, Computers, sound boards, light boards, WIFI, stage lights
 - Oversee training and use of “Pro-presenter” for use with SM events and services.
- Coordinate Training for Sound, Lighting and Computer adult volunteers and students
- Coordinate scheduling of service Tech Teams (Sound, Lighting and Computers)

Administration

- Assist to prepare stage design, prepare and provide for weekend related props, resources and or media
- Provide for the set up/clean up and storage needs involving Gatherings.
- Recruit, lead and shepherd a team of competent and relevant tech team leaders – both volunteer and staff.
- Enlist, equip and encourage volunteers in all areas of weekend Gathering elements. Including; Hosting, Service directing, Teaching, worship leading
- Work alongside NEXTGEN Creative Arts Director to Maintain an up-to-date list of worship songs, media resources, bumper and transitions video resources and backgrounds.
- Develop effective structures, systems, and teams to prepare needed resources.
- Oversee the use and training of Planning Center and Pro-presenter.

GROUP LIFE

NEXTGEN Ministries Group Life:

- Participate and manage all tech/production needs for Wednesday Night Life Group programs
- Participate and contribute to all church worship nights (LIFT)

GLOBAL FREEDOM

NEXTGEN Ministries Global Freedom: Outreach/ Events

- Work alongside NEXTGEN Creative Arts Director to provide for program needs for SM Camps and Mission Trips as needed.
- Audio/ Visual Gear- Gather, arrange for the use, set up/tear down and return of, supplies needed for tech, media, music, etc. (as requested)
- Work alongside NEXTGEN Creative Arts Director to provide for outsourcing worship bands, leaders, speakers, etc.
 - Contracts, schedules, band needs

MISCELLANEOUS

NEXTGEN Programs or Church Events

- Coordinate Involvement in Worship Together Weekends
- “LIFT” Worship and Prayer Nights
 - Participate in Leadership of the events
 - Help with promotion, scheduling and NEXTGEN participation
- Participate as needed to assist with VBS, FFF and or Holiday special programming

Additional Opportunities

- Participate in selected NEXTGEN activities and events.
- Contribute and attend ALL church and select NEXTGEN meetings. (Departments as needed, all staff)
- Develop relationships with students by being a Godly role model, mentoring and discipleship
- Ensure that rooms and facilities reflect a safe, professional, Christian environment.
- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor’s degree in related field and a minimum three to five (3-5) years experience in student ministries; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate, and have good follow-up skills. Strong managerial skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.