

Discipleship & Serve Director

Department: Discipleship

FLSA Status: Exempt

JOB SUMMARY: The primary role of the Discipleship & Serve Director is to lead and oversee the discipleship programs for women and married couples. This position will serve as a leader, shepherd, coach, and recruiter for the volunteer leadership teams to help women and couples connect and grow in spiritual community. In addition, this role will support discipleship events and mobilize the congregation to engage in service.

REPORTS TO: Discipleship Pastor

SUPERVISES:

ESSENTIAL FUNCTIONS:

- Create, oversee, and support programs and events to connect unconnected women in our community.
- Love, lead, and develop teams of volunteer leaders to grow and connect women to the church.
- Collaborate with the small groups team to develop and support women's small groups.
- Recruit, mobilize, and develop new leaders.
- Counsel hurting women of our community as they reach out to the church for help through life's hard times.
- Collaborate with Discipleship Pastor to develop and then implement a strategy to connect and disciple married couples in our community.
- Grow the women's and marriage ministries both in size and depth.
- Lead people to take their next step on their spiritual journey by engaging those within the congregation as part of the discipleship pathway.
- Create events that promote small groups, outreach, and congregational care.
- Serve as Prepare Enrich premarital coordinator and mentor.
- Lead the planning and execution of on campus discipleship training programs and group events.

ADDITIONAL RESPONSIBILITIES:

- Prepares for and attends various team meetings as required.
- Accomplishes all other duties and tasks as appropriately assigned or requested.

EDUCATION & EXPERIENCE:

- Bachelor's degree required in related field or an equivalent combination of related work experience, training and/or education sufficient to successfully perform the essential duties of the job.
- Experience on staff in a large Christian church and/or in a significant church volunteer leader role preferred.
- Must possess a valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Mature Christian in a growing relationship with Jesus.
- A strategic leader who can confidently lead groups of ministry leaders.
- A leader of leaders with proven ability to build volunteer teams.
- Ability to coach volunteers to lead their teams to collaborative ministry wins.
- Comfortable being in the front of the room without the desire to consistently speak from the platform.
- Proficiency in Microsoft Office applications, social media and use of a smartphone.
- Excellent time management, project management, conflict resolution and organizational skills.
- Excellent verbal and written communication skills.
- Ability to supervise, develop, and lead volunteers.
- Well-organized and self-directed individual who is a team player.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

Working hours may be required on weekends, as well as early morning and late evening. Occasional travel may also be required. Must also be available by telephone, text or e-mail during all hours in the event of an urgent ministry need or emergency.

This position requires significant walking throughout the church facilities and grounds for long periods of time, both inside and outside, and in all seasons of the year.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature

Date

DATE CREATED/REVISED: December 2022