



Title: Discipleship Coordinator
Reporting Structure: Discipleship Pastor
Employment Status: Part-Time

Job Description:

To serve the Lord and nineteen:ten church by providing administrative, organizational and developmental support to the Discipleship Pastor.

Essential Duties/Responsibilities

Administrative Duties

- Fulfill all functions necessary to oversee the assimilation process for people entering into discipleship opportunities: groups, classes, marked events, etc.
- Coordinate facility and calendar communication
- Aid in the coordination and communication of promotion details
- Oversee curriculum in regards to inventory, ordering and documenting usage
- Track all ministry expenses and process reimbursements as needed
- Facilitate administrative needs for groups, classes and discipleship events on campus

Database

- Maintain database and run regular reports/surveys to provide useful information for ministry decisions

Leadership

- Provide input and support in the implementation of new ministry processes, procedures and best practices
- Correspond with and organize volunteer leaders as needed

- Other duties as assigned

Required Competencies:

- Must have strong written and verbal skills
- Able to follow instructions furnished in verbal or written format
- Must be a self-motivated worker able to make independent decisions for the good of the ministry under the review of the Discipleship Pastor
- Organized and efficient at multi-tasking alongside of and in supervision of volunteers
- Efficient in Microsoft Office

Character/Spiritual:

- Demonstrates a personal relationship with Jesus Christ
- Is a consistent witness for Jesus Christ
- Reflects a courteous Christ-like attitude in communicating with people within and outside of nineteen:ten church
- Demonstrates behaviors aligned with Christian values

Personal Characteristics

- Represents nineteen:ten church in a God honoring manner in the community
- Has a willingness to serve people
- Shows kindness and grace
- Demonstrates an ability to lead with a teachable attitude
- Exercises a heart for people and prayer
- Is a member of nineteen:ten church