

FRIENDS CHURCH

DISCIPLESHIP COORDINATOR PART-TIME

JOB PURPOSE

To serve the church by partnering with the Discipleship Team to develop, coordinate, and implement effective ministry programs.

ESSENTIAL FUNCTIONS

Responsibilities include, but are not limited to:

Facilitating: Assist the execution of Discipleship Team's ministry vision and strategic initiatives, including:

- Partner with Discipleship Team Lead and Life Group Directors to develop and/or enhance systems and strategies for implementation of department programs, projects, and events, such as:
 - Life Groups – church-wide launch strategies for life groups and Rooted, placement process, leader/member participation, leadership training, database/registration management, appreciation events
- Maintain all scheduling of groups and Life Group Ministry events in ServiceU, handle set up/tear down, and communications.
- Oversee and manage life group interest follow up process from contact to placement including building volunteer team, communication with volunteer team, and reporting
 - Volunteer Development – onboarding and training strategies, placement, appreciation events, retention metrics evaluation.
- Create systems to organize and manage key ministry events
- Provide basic support for key ministry events, particularly focused on training volunteers to fulfill administrative roles.
- Develop volunteers to support the implementation of projects and programs, organizing schedules and trainings.
- Baptism Administration – baptism classes, events, certificates - create and send all communication pre and post baptism, create baptism class materials, next step resources, and follow up process.
- Rooted/Fall Campaign Administration - build and coordinate registrations, reserve rooms, assist in group placement, weekly communications, scheduling, and coordinating Rooted events (Kick-off, Celebration, and Baptisms).
- Collect, organize, archive, and distribute stories for the purpose of sharing with our staff team, Life Groups, and the congregation.

Communication: Maintain system for effectively communicating to Discipleship team, volunteer leaders and congregants:

- Phone calls and emails.
- Announcements and promotional campaigns including coordinating, creating, and writing weekly leader newsletters.
- Update www.Friends.Church website content - including Life Groups, Praying with Friends, Discovery Questions and utilizing texting systems.

Data Management:

- Update database and produce reports as requested.
- Create registrations for events and manage rosters.

Additional Functions:

- Attend and participate in all staff Friends Church staff meetings, events, programs, and training.

- General Office Management – managing office supply needs, room reservations, coordinating team birthday celebrations, onboarding new employees, implementing team communications strategies.
- 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 Friends Church. Those that serve God on the staff at Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church, including members of a Life Group.

EXPERIENCE, EDUCATION, AND LICENSURE: A Bachelor's Degree preferred; minimum of five years-experience in a ministry position or equivalent experience.

KNOWLEDGE AND SKILLS

SKILLS: Strong proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Wordpress, Google Drive, and the Internet. Good verbal, written and interpersonal communications skills. Effective time management, organizational, leadership and multi-tasking skills. Must be confidential, flexible, accurate and have excellent follow-up skills. Exercise creativity and sound judgment without close supervision.

ABILITY: Ability to comprehend written and oral information and to express written and oral information. Ability to order information and exhibit both deductive and inductive reasoning skills. Ability to build strong team environment with staff and volunteers.

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.