

JOB TITLE: Discipleship Coordinator

ACCOUNTABLE TO: Lead Pastor

HOURS/WEEK: 30 +

EMPLOYMENT STATUS: Fulltime Salaried Position

POSITION SUMMARY:

The leaders of St. Johns Lutheran Church having read Power Surge, by Pastor Michael Foss have set the goal of becoming a Discipleship Model Church. The position of Discipleship Coordinator is critical in putting St. John's Mission and Vision into practice. Under the supervision of the lead pastor and working closely with the staff, council, and ministry coordinators the Discipleship Coordinator will promote the discipleship model in a variety of ways and provide leadership training in prayer, discipleship and Bible study. Knowledge of Spiritual Gifts is required as well as an enthusiasm for discipleship and building relationships. Communication of ministry needs, both in written form and verbally, is essential in helping to assimilate persons into their gifted ministries.

DUTIES AND RESPONSIBILITIES:

General Responsibilities

- A. Work with Congregation Council, Coordinators, teams, ordained and lay staff, synod, and ministries supported by St. John's to identify areas of need for volunteer contributions of time and talent.
- B. Build relationships within the congregation, identifies and/or assists members to identify their spiritual gifts and matches those gifts to specified needs.
- C. Encourage an awareness and commitment to serving Christ through service to others by regularly publicizing opportunities for members **OF ALL AGES** to use their spiritual gifts.
- D. Assume other duties or roles as considered helpful and mutually agreed upon as part of the total ministry of St. Johns
- F. Perform other duties as may be assigned by the Lead Pastor

Specific Responsibilities

- A. Promote the discipleship model in a variety of ways and provide leadership training in prayer, discipleship and Bible study
- B. Meet regularly with ministry team leaders to assess ongoing and future opportunities for ministry, service and outreach. Prepare descriptions of ministry opportunities and follow up to ensure that all volunteers have been contacted.
- C. Provide support and direction for ministry team leaders to effectively encourage, invite and involve new team members.
- D. Strive to ensure that members' preferences to participate in specific ministry opportunities are communicated to the proper person(s) for action and necessary training for the task is provided.
- E. Regularly gather and maintain an up-to-date volunteer resource bank via a database program, with access to congregational records and assist others in its use.

- F. Plan, schedule, publicize, execute and evaluate new member orientation classes in cooperation with the pastoral staff.
- G. Gather volunteer information from and encourage new member participation in a spiritual gifts assessment course, striving to involve each new member in at least one ministry.
- H. Provide ongoing publicity for current and potential ministry service and outreach opportunities.
- I. Provide recognition and support of members who participate in ministry opportunities.
- J. Attend staff meetings, council meetings, and coordinator meetings.

KNOWLEDGE, SKILLS, AND ABILITIES:

Have a Bachelor degree or related experience
Have experience working with volunteers
Preferred to have a strong Lutheran theological background
Be proficient in computer skills- Microsoft Office Suite
Be a self-starter
Be able to work independently
Have excellent organizational skills
Have excellent people/communication skills
Be enthusiastic about Discipleship Model Ministry
Be willing to work a varied schedule
Is required to submit a faith statement
Will become an active and faithful member of St. Johns who is regular in worship

REVIEW:

90 day review from date of hire conducted by the pastor and/or another designated party
Annual review to be conducted during the month of hire each year conducted by the pastor and/or a designated party

TRAINING:

Additional and/or necessary training deemed appropriate, is first approved by the pastor with funding for the training determined by the Church Council

COMPENSATION:

Salary is commensurate on experience capping at \$44,000. Salary is negotiable with individual ELCA Benefits and pension.

VACATION:

Negotiable two-week vacation