

FIRST PRESBYTERIAN CHURCH JOB DESCRIPTION

JOB TITLE: Discipleship Coordinator

DATE: 5/15/18

REPORTS TO: Associate Pastor for Christian Formation and Pastoral Care

DEPARTMENT: Program

BASIC FUNCTION: Responsible for journeying with members, new members, prospective members and friends of the congregation in deepening Christian discipleship and faithfulness. From a newcomer's first visit to a member's final Sunday, the Discipleship Coordinator invites visitors into participation, encourages prospective members towards membership, and inspires members to authentic participation and service in the congregation's worship and ministry. In addition to building relationships which foster active involvement, the Coordinator will organize gifts, talents and skills in a consistent manner using the church's database.

JOB SPECIFICATIONS: College degree is required, with coursework in religion or theology a plus. Will exhibit an inspiring faith commitment to Jesus Christ, know and love the church, and preferably be Presbyterian (or have had some significant exposure to Presbyterianism). The Coordinator will enjoy inviting and gathering groups of people. The Coordinator must be at ease speaking with groups. Good organizational, interpersonal, communication, public relations, and administrative skills are required. Ability to operate a PC computer and Windows based software required, as well as Shelby (the congregation's database software.)

SUPERVISORY DIMENSIONS: None

EXTERNAL CONTACTS: Daily contact with prospective members and friends of the church. Occasional contact with representatives from outside mission agencies.

INTERNAL CONTACTS: Constant contact with Church Members and Church Staff

DECISION MAKING RESPONSIBILITIES: Determines, in consultation with the Evangelism Committee, the overall program approach to inviting prospective members to join First Presbyterian Church, as well as a thorough hands-on-approach to helping new members and current members participate actively in the life of the congregation based on their gifts, talents, and sense of call.

CONSEQUENCES OF ERRORS: Errors could result in missed opportunities for church members to fully commit to the congregation's ministries, church member dissatisfaction, loss of church members, financial loss for the church, and harm to the ministries of the church.

EXPOSURE TO CONFIDENTIAL INFORMATION: Access to church member personal information; unauthorized release of information could result in member dissatisfaction, loss of members, damage to church reputation, and/or potential litigation against the church

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I have read and understand the duties and responsibilities of this position.

Employee

Supervisor

Date

Date

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KEY ACTIVITIES: (percentages based on a 45-50 hour week)

- 20% (1) Works with the Evangelism Committee to effectively build relationships with visitors and prospective members of the church. This role includes encouraging prospective members to join the church and members to become passionately involved in the church's ministries as they deepen their faith in Jesus Christ. Coordinates and attends weekly staff review of potential church members.

- 20% (2) Visits or organizes visits with prospective members, preferably in their homes. Conducts personal visits with new members and their families, also preferably in their homes, at times convenient to them (evenings, weekends included). Visits add a personal welcome to FPC and a review of membership and stewardship materials and the commitments of membership as a disciple of Jesus Christ are explored.

- 30% (3) Oversees a comprehensive approach to maximizing member involvement in the multiple ministries of the church.
 - a. Works with individuals and groups in exploring and assessing spiritual gifts and practical ministry skills.
 - b. Seeks to match the congregation's ministry offerings with the gifts/talents/skills/call of its members.
 - c. Actively builds relationships with church members – with special attention to less active members.
 - d. Works cooperatively with Program and Support staff in involvement and training of members in the various church ministries.
 - e. Maintains accurate and comprehensive member involvement and interests records using the Shelby database.
 - f. Leads monthly reviews of worship attendance with the Parish Visitors and Supervisor to identify potential pastoral care needs among the congregation.

- 5% (4) With the Evangelism Committee and Congregational Care Committee, implements a system of bi-annual review of membership status for members, recommending dismissal when appropriate.

- 20% (5) In cooperation with the Communications Coordinator, seeks new and effective ways to invite people to a first experience of First Presbyterian Church (worship, mission, education, etc.) through intentional marketing and evangelism efforts. Follow up communications in a variety of mediums and methods will be evaluated and utilized in order to maintain the most successful and effective communications possible. (Print, electronic, social media, etc.)

- 5% (6) Performs other duties as assigned by supervisor.

The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.