



## **DIRECTOR OF DISCIPLESHIP JOB DESCRIPTION**

### **PURPOSE OF MINISTRY**

The Director of Discipleship is responsible for developing and delivering a comprehensive program of Discipleship development for children, youth (birth – 12<sup>th</sup> grade) and adults at St. Paul's Church. It is important that the Director inspires and excites the children, youth, and adults of St. Paul's Church to learn and study the faith by communicating and demonstrating a personal passion for Jesus Christ.

The Director of Discipleship serves a vital role in nurturing the spiritual and personal growth of all within the St. Paul's congregation and community. This ministry seeks to draw all people into full participation in the life of the church, guide them in deepening their relationship with Jesus Christ, and mentor them as they discover and develop their God-given gifts for spiritual leadership. The Director is expected to cultivate strong, meaningful relationships with the congregation and foster an environment of trust, love, openness, inclusiveness, and understanding, rooted in the principles of St. Paul's Church and the teachings of the Holy Bible.

The Director is the staff liaison and advisor to the volunteer teams including the Christian Education Team, the Missions Team, the Connections Team, and the Praise Team. The Discipleship Director reports to the Senior Pastor and is accountable to the Staff Parish Relations Team

### **GENERAL MINISTRY RESPONSIBILITIES**

- Provide staff leadership for the Discipleship Ministry of the church, ensuring that the ministry is in alignment with the church's vision statement, "Disciples Making Disciples."
- Support and equip the Discipleship Team to minister to children, youth, and adults.
- Minister to children, youth, their families, and members of the congregation and build relationships with them all.
- Attend school or extracurricular events of the youth to demonstrate support and nurture a family-like environment.
- Actively recruit children, youth, young families, and other persons through church supported activities and community programs in conjunction with the Connections Team.
- Maintain active, multi-channel communication with youth, parents, family members, and others to invite and encourage engagement in youth ministry, church worship, and other church activities.
- Ensure all adults serving with youth are fully compliant with the Safe Sanctuary Policy requirements.
- Foster a safe and inclusive environment where all members of the congregation feel valued, respected, and supported in their faith journey.
- Work with the Senior Pastor and the Finance Team to develop and maintain a budget that supports discipleship ministry needs and activities.
- Collaborate with the Senior Pastor to plan and teach the Confirmation Class.
- Encourage the Missions Team to plan and promote congregational engagement in mission efforts.
- Perform various other duties as assigned by the Senior Pastor.

## **PRAISE TEAM MINISTRY RESPONSIBILITIES**

- Oversee and serve as the staff resource person for the Praise Team.
- Recruit and develop a Praise Team that grows both musically and spiritually.
- Select worship music in collaboration with the Senior Pastor to support the week's message.
- Independently manage the rehearsal schedule and lead rehearsals for the Praise Team.
- Conduct sound checks and work closely with the Media Coordinator including providing song lyrics.
- Submit bulletin information to the Church Secretary by the publication deadline.
- Participate in worship planning meetings.

## **PERSONAL CHARACTERISTICS AND SKILLS**

The Director shall be a committed Christian who is trustworthy and of good moral character and demonstrates an active faith life and a personal relationship with Jesus Christ. A bachelor's degree with practical experience in Christian Discipleship is preferred. Advanced study and training in Christian Discipleship is desirable and strongly encouraged.

The Director of Discipleship shall:

- Be passionate about the faith formation of children, youth, and adults.
- Demonstrate support for and commitment to the mission of St. Paul's Church.
- Display a positive work ethic, be self-motivated and a team player, have strong interpersonal skills and demonstrate ability to work harmoniously and enthusiastically with both children, youth, and adults.
- Be action-oriented and comfortable taking the initiative.
- Maintain a commitment to staying current in the field of Discipleship ministries and value continuing education.
- Be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility.
- Be well versed in various social media platforms.
- Have a genuine calling to this type of ministry and the ability to express your calling to others.
- Proficient vocal and instrumental musical skills.
- Experience leading both musicians and vocalists as part of a praise team.
- Experience/knowledge in the use of technology in the worship service.
- Strong relational skills and an enthusiastic presence in leading worship.
- Strength in organization, communication, and administration.
- Commitment to ongoing personal, spiritual, and professional growth.

Desired Competencies:

- Leadership and Team Building
- Organizational and Administrative ability
- Program Planning and Execution
- Oral and Written Communication
- Curriculum Evaluation and Development

## **TIME COMMITMENT**

This is a full-time, exempt staff position with a semi-flexible schedule and requires the ability to work flexible hours to meet the needs of the Discipleship ministry. The Director is expected to take an active role in the life of St. Paul's Church.