



## **DETAILED JOB DESCRIPTION DISCIPLES CHRISTIAN CHURCH LEADERSHIP**

<b>Position:</b>	Discipleship Ministry Team Coordinator
<b>Ministry Area:</b>	Education and small groups
<b>Purpose of Position:</b>	Becoming disciples—growing up in our faith—is a lifelong process. No matter our age, we grow in personal knowledge and understanding of God’s revelation as found in the Bible and the ability to interpret its meaning for our daily life. Discipleship Ministry develops comprehensive educational programs for our congregation. You will work with other board members to provide spiritual direction to the congregation and develop and direct the vision for our future.
<b>Responsible To:</b>	Church Board and fellow members of the congregation
<b>Ministry Description:</b>	<ul style="list-style-type: none"><li>- Lead the discipleship ministry team</li><li>- Recruit teachers, substitute teachers, and other volunteers to help with Christian education programs for all ages</li><li>- Recruit fellow members to serve on the discipleship ministry team</li><li>- Encourage new ideas</li><li>- Attend all Board Meetings and selected Cabinet Meetings as voting member</li><li>- Present quarterly report of ministry team activities to the Board. If unable to attend, will send a substitute to present the report or email the report to the Board Secretary</li><li>- In conjunction with ministerial staff, oversee the selection of curriculum, materials, and equipment for Christian education classes for all ages</li><li>- In conjunction with ministerial staff, recruit and train children and youth teachers, leaders and sponsors</li></ul>

- Provide training for all Sunday school teachers.
- Publicize classes so adults in the congregation are aware of both new and ongoing educational opportunities.
- In addition to Bible classes, plan and create small groups that revolve around age, interests and/or talent and passion
- Plan Discipleship Sunday
- Recruit leaders and coordinate special education events such as Vacation Bible School
- Develop annual ministry team budget

**Length of Commitment:**

1 year

**Time Required**

5 to 10 hours per month

**Training Provided:**

- The annual board retreat
- CCSW and NTA seminars and workshops
- Resources supplied by ministry staff

**Qualifications/Special Skills**

A strong commitment that Christian education is an on-going process for all Christians. Management skills of planning, organizing, directing, and communicating. Interpersonal skills. Ability to delegate and enable others to share in the work. Ability to foster creativity in others. The spiritual gifts of teaching, administering and leadership.

**Keys to Success**

- Delegate specific tasks to team members
- Get list of previous team members as starting point for new team members
- Sit down with predecessor at beginning of term and discuss the previous year's activities and his/her recommendations for improvement.

**Benefits to the Volunteer**

The adult education director will grow personally and will help others grow into a deeper understanding and affirmation of their own Christian faith through small group participation and Bible study.