



St. Paul's United Methodist Church
Director of Discipleship and Development

JOB RESPONSIBILITIES

- Recruit, equip, support and partner with adults to work with all children's, youth, and adult ministries. Ensure our Safe Sanctuary policy is understood and followed.
- Make follow-up contacts with all persons who attend worship. Develop a hospitality ministry.
- Plan evangelistic outreach and set goals for the congregational growth. Increase visibility and familiarity in the community through varied marketing, event planning, and participation with existing Shawnee organizations and activities. In partnership with the Senior Pastor.
- Recommend and interpret budget needs and be accountable for income and expenditures.
- Ensure the church facilities are left in proper order at the end of events. Coordinate use of facilities by outside groups.
- Ensure adequate staff/volunteers are available for activities.
- Ensure adequate supplies and equipment is available.
- Engage in continuing education.
- Engage in biblical and theological reflection on the mission and teaching of the church.
- Guide and assist in the work of ministry groups.
- Complete all other job responsibilities assigned by the Senior Pastor and/or Leadership Team.
- Make a quarterly report to the Leadership Team.

EXPECTATIONS

- Good communication skills (oral and written).
- Experience working with children and youth.
- Ability to relate to children, youth and adults.
- Organizational skills. Team/group building skills.
- Biblical knowledge and teaching skills.
- Exhibits strong Christian character that demonstrates a close relationship with God through personal devotion, worship, and prayer life.

- Commitment to the promotion of the overall health and balance of the youth and children's programs. Encouraging and working with the youth and children's directors through: spiritual growth, unity, sense of understanding of the Christian faith, development of strong interpersonal and leadership skills, biblical knowledge, and mission outreach.
- Advocate for all generations and ages in the St. Paul's congregation for their continued faith formation. Nurture their identity as beloved children of God and their call to participate in God's purposes for the world.
- Listen to and address the ambitions, concerns, and conditions of the people in the congregation and surrounding communities so that they may grow in their spiritual lives and become further equipped for life as Christian disciples.
- Work directly with the Senior Pastor and the Leadership Team to help St. Paul's UMC fulfill its mission.

Employee's must regularly lift and/or move up to 10 pounds; frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perceptions, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities.

August 21, 2017