

U of A Wesley College Ministry Job Description

Job Title: Discipleship Coordinator	FLSA Status: Exempt
Reports to: College Pastor	Work Schedule: Part Time
Program/Department: Program Staff	Position Held by:
Benefits: N/A	Salary/Pay: Commensure with experience

SUMMARY

The Discipleship Coordinator will support the ministry broadly in the areas of outreach, discipleship, service, and leadership development, with primary responsibilities in the following areas: female small group ministry and discipleship of female students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend Tuesday Wesley Worship, weekly staff prayer and lunch, leadership team meetings, plan and execute at least one weekly female ministry event, and attend other functions as needed.
- Potential hours and responsibilities each week (subject to change):
 - Tuesday night Wesley Worship: 4 hours
 - Staff Prayer & Lunch: 2-3 hours
 - Leadership meeting: 1 hours
 - Female Ministry Event & Prep: 4 hours
 - Individual discipleship with students and other responsibilities to reach 20-25 hours per week.
- Do one-on-one outreach to university students, particularly developing discipleship relationships with female students.
- Initiate timely follow-up contacts with new student recruits to the ministry as assigned. These contacts would be primarily email and text, but occasionally phone calls.
- Be a weekly presence on the U of A campus to be in relationship with students.
- Create informal fellowship opportunities outside of scheduled college ministry events as time allows.
- Run errands and shop for weekly food, supplies, and special events as needed.
- Produce social media posts, take photos, create announcement slides, and update facebook/Instagram, as needed.
- Take attendance and submit, maintain the student database, update GroupMe, and send text messages to students as needed.
- Assist with mailings, special events, and fundraising efforts as needed.
- Other duties as assigned.

FOCUSED MINISTRY RESPONSIBILITIES

The Discipleship Coordinator will carry primary responsibilities in one or more of the following areas:

- Freshmen Outreach Ministry
- Female Small Group Ministry
- Forming discipleship relationships with females in the ministry
- Mentoring female students to disciple female students

EDUCATION AND/OR EXPERIENCE

A bachelor's degree and previous participation in a college ministry is required. Leadership experience in college ministry is preferred. Maintain a faithful membership in the United Methodist Church.

SKILLS AND ABILITIES REQUIRED

- Must possess a growing knowledge and profession of the Christian faith and an active, maturing walk with Christ.
- Must possess an interest in and love for college age students.
- Must possess strong organizational and event planning skills.
- Must possess effective relationship building skills.
- Must possess a professional and courteous demeanor.
- Must possess the ability to work with a team and provide leadership to students.
- Must possess strong written and verbal communication skills.
- Must possess cash management skills.
- Must possess the ability to maintain appropriate boundaries with students.
- Must possess the ability to learn and master new computer programs needed in the execution of regular duties.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

Working knowledge of Microsoft Office (including Outlook, Word, and Excel), and of social media. Trainable on other programs, including Ministry Tracker, Constant Contact, Vimeo, Flickr, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a driver's license.

LANGUAGE SKILLS

Ability to read and interpret documents such as curriculum guidelines, applicable State /Federal Regulations and procedures manuals. Ability to write schedules, curriculum and correspondence. Ability to speak effectively before groups of students, parents, committees and employees of the church. Ability to effectively communicate one-on-one or in small group settings with students and parents is essential.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must be able to move freely in and out of different settings. Must have excellent command of English language and grammar, both verbal and written. Must be able to manually operate and use a computer and other standard office equipment. Must be able to clearly hear and understand phone conversations.

WORK ENVIRONMENT

The employee will work both in an office environment as well as public and private venues beyond the office setting.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

I acknowledge that I have read and understand this job description.

Employee Signature

Date