

JOB TITLE: Discipleship Director

MISSION: The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. The Mount Horeb United Methodist Church also focuses on how to apply the mission of the church, "Welcoming, Teaching, and Growing Connections for God." All staff of MHUMC is to be an example of the church's mission. By aligning our discipleship process with our work structure, we can provide the greatest potential to fulfill our mission.

JOB PURPOSE: Discipleship Director is responsible for the development, coordination and implementation of Mt. Horeb United Methodist Church's learning life for Adults, Youth and Children.

Schedule: Flexible but must be available for Sunday mornings. 40-50 hours per month.

Reports directly to: Pastor

JOB DUTIES:

- Equip others to fulfill their call to ministry.
- Oversee and coordinate Discipleship Development, including program development, promotion, leadership development and support, and program growth.
- Oversee Adult, Youth, and Children learning and spiritual growth.
- Oversee the Nursery staff and volunteers. Insure coverage every Sunday and at special events.
- Provide leadership, resources, programming, and assistance to the Age Level Learning teachers and volunteers of Mt. Horeb UMC to enhance spiritual development as Christian disciples.
- Work with the Discipleship Team to recruit, train, and support teachers and volunteers.
- Maintain clear and open communication with parents regarding the spiritual center of the home for programs through the high school level.
- With the Discipleship Team research, evaluate, and inform groups of appropriate and available resources including DVD's, books and other media.
- Develop and oversee paid and unpaid staff positions in Discipleship areas.
- Develop and oversee annual budget for Discipleship areas.
- Maintain administrative record keeping for the Age Level Learning programs.
- Supply communication needs to Communications Administrator (i.e. Connections, website, worship announcements. Marketing, etc.).
- Participate in Worship Design Team and staff meetings.
- Facilitate background checks and implement Safe Sanctuary policies.

Minimum Qualifications:

- Strong organizational and communication skills
- Demonstrated leadership skill and success in a team environment
- Passion for helping people grow in their discipleship
- Ability to uphold the vision and mission of Mount Horeb United Methodist Church
- Successfully pass background check.