**Mount Pisgah United Methodist Church**

POSITION DESCRIPTION

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| POSITION TITLE: | Disciple Life Coordinator | EXEMPTION STATUS: | Full Time |
| JOB FAMILY: | Disciple Life | JOB LEVEL: | 8 |
| GENERAL POSITION SUMMARY: | Responsible for the administration of discipleship ministry | POSITION RELATIONSHIPS  SUPERVISES: | n/a |
|  |  | SUPERVISED BY: | Director of DiscipleLife |

GENERAL DUTIES AND RESPONSIBILITIES:

1. To support the vision, mission and guiding principles of the Church.
2. While performing any procedure, all associates and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
3. Attend and participate in training opportunities and seminars relevant to this position including the Connect Class.
4. Adhere to appropriate Church operating procedures, benefit rules, employment, and safety policies/practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* **Group Administration**:
  + Oversee the administrative needs of the different groups (Discipleship Groups, Small Groups, Life Groups, Bible Studies, and Sunday School).
  + Maintain constant communication with DiscipleLife leaders to insure they have all necessary materials for their ministries.
  + Order all adult curriculum and collect money as appropriate.
  + Aid class leaders in choice & purchase of educational curriculum.
  + Will organize, train, equip, and supervise all Adult Education.
  + Prepare Espace requests for all rooms used by DiscipleLife groups, classes, events and teams.
  + Communicate all group room reservations and set ups with staff and groups leaders.
  + Coordinate nursery requests for all adult classes and events.
  + Data entry and management of appropriate information into Church database.
  + Establish and maintain the process that will help enfold members, attendees, and newcomers into ministry opportunities that will help foster spiritual growth and active participation.
* **Event Support:**
  + Input TouchPoint data elements related to DiscipleLife
  + Assist with administrative needs and duties pertaining to various ministries activities and events (i.e. Walk to Emmaus, Women Ministries, 4:19, etc.).
  + Coordinate special events (i.e. retreats, seminars, luncheons/dinners, etc).
  + Attend & assist with execution of event needs as determined by supervisor.
* **Communications:**
  + Create updated lists of leaders, curriculum, time, and meeting locations.
  + Formulate and managed current content for Fall & Winter/Spring DiscipleLife communications materials, website and eblast for promotional purposes.
  + Communicate content for Church wide weekly announcements for the church website, eblast and bulletin.
  + Edit all written materials for grammar, punctuation and content.
* **Other:** Serve as a point of contact for DiscipleLife ministries in support of the Director of DiscipleLife. Attend all staff & other required meetings. Prepare, submit and track all purchase orders, expense receipts & deposits as directed, for Director of DiscipleLife and self. Attend Discipleship Council meetings and Women’s Council meetings and provide administrative support to lay leadership and chair(s). Provide general administrative support, as needed, for Connect Ministries team and the Worship Arts Pastor.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the Church’s mission and adversely impact attainment of the Church’s goals. Incumbent operates independently but results are monitored by the Board of Trustees. Content of work priorities are largely self-determined.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire Church community, our at-large community and in a leadership capacity. Community contact is a critical component of success in developing good will and interest in the Word of God.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

* Associate’s degree or related experience
* Knowledge of Christian curriculum helpful

**Knowledge, Skills and Abilities**

* Vital and growing personal relationship with Jesus Christ
* Excellent communication and interpersonal skills
* Ability to organize and maintain order
* Familiarity with Mount Pisgah UMC doctrine
* Commitment to the mission of Mount Pisgah UMC
* Knowledge of Word, Excel, Power Point, Shelby, and Touchpoint or ability to learn
* Attention to details

**Equipment and Applications**

1. Computers and peripheral equipment
2. Designated software applications
3. Telephones, copiers, and other office equipment

JOB CONDITIONS: (SEE EXAMPLES BELOW)

The physical demands described here are representative of those that must be met by a Coordinator to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the Coordinator is:

1. Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
2. Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
3. Occasionally lift and/or move up to 30 pounds
4. While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
5. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
6. The noise level in the work environment is usually low

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COORDINATOR SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION DATE

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APPROVED BY SUPERVISOR APPROVED HUMAN RESOURCES

DATE CREATED/UPDATED: (11/1/2022)