

# Discipleship Coordinator

Effective: 2/27/2024

**Reports to:** Pastor of Mission and Outreach/Pastor Chris Zuraff  
**Status:** Part-Time (24-30 hrs) or Full-Time (40 hours a week)  
**FLSA:** Non-Exempt/Exempt

## Job Summary

The Discipleship Coordinator works to connect people to active ways of living out their discipleship through serving, learning, and leadership with ministry opportunities at Gloria Dei and with Gloria Dei's community partners.

### Essential Functions:

- Develop relationships.
  - With Gloria Dei-ers, listening for ways to match gifts to ministry, needs to opportunities, and people to people.
  - With community partner organizations, to match Gloria Dei's unique gifts and abilities with needs and opportunities in the community.
  - With staff, watching for opportunities to plug lay members into volunteer and leadership roles that can support and enhance the ministry that staff is doing.
- Coordinate and manage the Mission and Outreach Calendar at the direction of the Mission and Outreach Team Lead.
  - Connect and schedule serving commitments with partner organizations
  - Provide the administrative work of putting events on the Gloria Dei events calendar and creating sign up forms.
- Coordinate and manage the Worship and Hospitality Teams Schedule.
- Develop and manage a plan for recruiting, training, educating, equipping, supporting, and thanking volunteers, event hosts, and ministry leaders.
- Attend on-site and off-site ministry opportunities to get to know the ministry, connect to and thank volunteers, support and thank leaders, and find ways to improve experiences. This will involve some evening and weekend hours.
- Work with Office Team and Communications Team to promote volunteer and donation needs to the congregation in a timely, effective manner, using the appropriate software and systems related to the ministry for volunteer needs.
- Partner with the Office Administrator in improving and managing the database, finding ways to get and keep information that will assist in connecting members into meaningful ministry.
- Oversee the collection and delivery of items donated for mission and outreach events.
- Provide administrative support to the Adult Education and Discipleship ministries of Gloria Dei, working directly with the pastors to manage participants, promote studies and classes, and invite Gloria Dei-ers to learn and grow.
- Function as a part of office team to ensure that administrative processes are covered.

### Minimum Qualifications:

- A love of people
- A strong faith
- Good communication skills
- Organizational skills
- Ability to use a computer and learn new software

### Physical Requirements:

- Sit / Stand at a desk to work.
- Lift 50 pounds.

### Core Competencies:

- **Mission Ownership** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Gloria Dei and knows how role fits and supports this mission.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.