

Position: Discipleship Coordinator

Salary: \$35,000-\$40,000 a year, depending on experience – This is a full-time, salaried (exempt) position.

Overview: The Discipleship Coordinator provides opportunities for church and community members and their families to follow Jesus wherever we live, work, and play. This includes, but is not limited to, developing, coordinating, and administering discipleship and mission opportunities as well as providing leadership to and supervision of staff members and volunteers involved in these ministries.

Education and/or Experience:

- Theology compatible with the United Methodist Church preferred.
- Profess Jesus Christ as Lord and Savior; Model standards and expectations of leadership within Pierre First UMC including a personal devotional life, worship attendance, tithing, serving/witnessing, small group participation, and a dedication to personal development and a healthy lifestyle.
- Knowledge of faith development of youth, learning styles, developmental stages of youth, age-appropriate learning activities, behavior management skills, and curriculum development.
- The person shall demonstrate the following: organizational, verbal, and written skills, computer skills (Word, Excel, Internet, etc.), social media skills, administration skills, problem solving skills, storytelling skills, and personal and interpersonal relations.

Description of Responsibilities:

- Develop and implement a system for documenting participation in all small group activities for the purpose of reporting to the Dakotas Conference
- Develop and maintain a publicly accessible list of all small group and outreach opportunities connected to Pierre FUMC
- Creating and maintaining a budget for all discipleship and ministry groups with Pierre FUMC (such as VBS, Wednesday School, miscellaneous supplies, etc.)
- Develop and implement a system for small groups associated with Pierre FUMC to request funds for supplies and materials
- Supervision, management, and evaluation of volunteers – including making sure all requirements of Safe and Sacred Spaces are met
- Maintain office hours, attend monthly All in the Family Team meetings, attend weekly staff meetings, and meet regularly with the pastor.
- Schedules events in coordination with the overall church calendar.
- Communicates, markets, and advertises events/activities in a timely manner.
 - Social media, newsletter, website, electronic billboard, announcements, bulletin, etc.
- Collaborate with the All in the Family Team to provide an integrated and well-rounded program of Christian Education for PreK-high school.
- Recruitment, training and equipping of volunteers and leadership to assist with and/or plan the following:
 - Bible Presentation Sunday with teachers (3rd grade).
 - Vacation Bible School.
 - Children’s Christmas/Epiphany Program.
 - Halloween Carnival
 - Confirmation Sunday
 - Palm Sunday
 - Senior Sunday
 - Camp Sunday
 - Fall programming Kick-off
 - Turkey Dinner
 - One-Thing Ministry
 - Greeters
 - Ushers
 - Nursery staff
 - Childcare for church functions.
 - Wednesday School
 - Youth Group
 - Confirmation
 - Adult Bible Studies
 - Children’s Sermon
 - Acolytes
 - Technology (slides, etc.)
 - Additional programs as needed