

Job Description
Director of Discipleship
Rumple Memorial Presbyterian Church

Purpose: To develop and execute a comprehensive ministry for individual spiritual growth and faith development, and avenues for congregational connections across generations. To ignite in children, youth, and adults a desire for a genuine and growing relationship with Christ by bringing vision, creativity, and innovation to church life, music programs, educational ministry, and mission.

Accountability: The Director is directed by and accountable to the Pastor/ Head of Staff.

Essential Functions:

- Work alongside staff, elders, and church volunteers to:
 - Ensure Sunday morning faith formation classes and programs are available for youth and adults. Resource class leaders and youth intern, as needed. Resource church nursery staff for Sunday lessons.
 - Coordinate faith formation classes and programs for children on Sunday mornings (Children's Church, intergenerational classes, children's classes) and outside of Sunday mornings (Wednesday afternoon programming, seasonal classes and events, milestone recognitions.)
 - Plan and lead children and youth music and education program on Wednesdays, August- May, and plan for opportunities for children and youth to sing in worship on a regular basis.
 - Implement educational and fellowship opportunities for children, birth through fifth grade, and their families including: Vacation Bible School, Special Events (advent festival, back to school blessing, Easter egg hunt, etc.) Parent Classes, intergenerational mission events.
 - Communicate all education events and activities through appropriate communication tools available in and beyond the church (emails, texts, website, newsletters, yard signs, etc.)
- Supervise the Youth Intern and Nursery Supervisor.
- Oversee all youth (6th-12th grade) programming and special events in coordination with youth intern and Youth Committee.
- Plan and teach annual confirmation class, as needed.
- Coordinate and train all volunteers who work with children and youth and ensure for Child Protection Policy training and back ground checks of all volunteers.
- Share in ministry staff responsibilities including occasional worship leadership, leading time with the children monthly, spiritual care and guidance of church families, when called upon.

- The Director will attend weekly staff meetings, Christian Education and Youth Committee meetings, and other sub-committees of the same.

Core Competencies:

1. **Christian Commitment:** Evidences a commitment to Jesus Christ as Lord and Savior and faithful witness in word and deed; nurtures a rich spiritual life in self and others; is able to articulate a clear and consistent theology.
2. **Spiritual and Emotional Maturity:** Shows strong personal depth and spiritual grounding; Is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent on outside affirmation; Has a healthy appreciation of self without being egotistical.
3. **Congregational Leadership:** Knowledgeable about how congregational communication, decision making, and leadership works; knows how to get things done.
4. **Priority Setting and Time Management:** Spends time and directs the time of others to what is important; identifies critical issues and ignores and minimizes distractions; demonstrates focus.
5. **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

For Position

6. **Spiritual Formation and Discipleship:** Demonstrates an understanding of spiritual formation and discipleship as a journey or process; invites others into reflection about their personal journey; creates teaching and small group environments that promote discipleship.

For All Staff

7. **Integrity and Trust:** Is trustworthy; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
8. **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self a resource to 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.
9. **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Relationships: The Director will work closely with the Pastor, the Christian Education and Youth Committees, with the Youth Intern to coordinate and plan children and youth ministry, and with the Director of Music, to coordinate children's music with the larger music ministry.

Qualifications: Bachelor's degree and experience in a church as staff or as a volunteer required.

Hours and Compensation: This is a full-time, ministry staff position, 40 hours per week, with benefits. Annual salary range of \$34,000- \$41,000. Up to \$2500 reimbursable professional and continuing education expenses. Four weeks of vacation (includes 4 Sundays) and two weeks of continuing education (includes 2 Sundays.)

To inquire more send an email to searchcommittee@rumplechurch.org.
or **to apply** send cover letter, resume, and three references to searchcommittee@rumplechurch.org

Review of applications will begin immediately and continue until position is filled.

June 6, 2019