

DIRECTOR of DISCIPLESHIP

BASIC DESCRIPTION OF JOB AND SUPERVISION

As a member of the staff of First United Methodist Church, the Director of Discipleship encourages, supports, helps to develop and assists ministries throughout the church with the goal of making disciples for Jesus Christ for the transformation of the world. The Director works in partnership with the Senior Pastor, Education committee, Admin Council and other committees or subcommittees in providing and coordinating opportunities for discipleship for children and youth.

The Director of Discipleship is accountable to the Senior Pastor and the Staff Parish Relations Committee.

GENERAL AREAS OF RESPONSIBILITY

- Assist the Senior Pastor in developing and implementing special projects or formation events. (For example Confirmation programming)
- Assist the Education Committee in developing and implementing special projects or formation events. (For example Wisdom on Wednesdays)
- Support other committees or subcommittees in implementing special projects or formation events. (For example the social media and website)

SPECIFIC AREAS OF RESPONSIBILITY

- Coordinate Christian Education and recruit and supervise teachers and volunteers
- Implement safe sanctuary policies for children and youth
- Maintain and update church's social media and online presence
- Plan and execute Wednesday evening worship with Senior Pastor
- Organize and implement Confirmation and Youth group activities
- Attend meetings for staff, Education, Admin and Staff-Parish Relations Committee
- Evaluate programs and make recommendations for curriculum and education budget
- Resource programming materials and supplies
- Coordinate special events and activities including:
 - Christian education kick-off and teacher dedication
 - Bible presentations
 - Christmas programs
 - Palm Sunday and Easter activities
 - Lenten activities and other events and activities as they arise
- Coordinate child care and make space available when needed
- Publicize church program events and activities
- Encourage and develop youth leadership

SKILLS AND ATTRIBUTES

- Dedicated Christian with a United Methodist background who is committed to making children and youth disciples of Jesus Christ
- Have Social Media and Computer Technology skills
- Communicate information verbally and in writing with youth and parents
- Be dependable, honest and optimistic outlook
- Collaborate and cooperate with others
- Maintain confidentiality and have mature interpersonal skills
- Must have a High School diploma and pass a criminal background check

COMPENSATION

The Director of Discipleship's paid time off policy for full time employment is as follows:
(sliding scale for less than full time employment)

- Take at least one day off (sabbath time) each week
- Paid Time Off (PTO) may be used for any purpose (including sick time and vacation) accumulates at the rate of 10 hours/month with up to 120 hours carried over to the next calendar year
- Time and support for continuing education.
- All work-related expenses need to be vouchered and receipts submitted.
- Salary and health insurance allowance as determined by SPRC
- Six month Probationary Period
- Compensation package reviewed annually by SPRC

OTHER DUTIES

Establish and maintain a cooperative working relationship with the Senior Pastor who leads the congregation. Communication with groups in the church must be done with honor, respect and affirmation with the purpose of building the Kingdom of God.

THE GRIEVANCE POLICY

(Always follow Safe Sanctuaries procedures and policy of local church and Dakotas Annual Conference to avoid sexual harassment.)

First: Talk with the individual(s) on a one-to-one basis about the grievance/concern. Do this with conciliatory and respectful attitude.

Second: If the conversation does not resolve the issue consult with the immediate supervisor unless the conflict is with the Senior Pastor.

Third: If the issue is still unresolved then refer the issue to the Staff-Parish Committee for resolution. Follow local church and sexual policy regarding Safe Sanctuaries.

IMMEDIATE SUPERVISORS/MEDIATORS

- Senior Pastor & Chair of SPRC