

Discipleship and Fellowship Coordinator
Grace Lutheran Church and School
Position Description

(March 2022)

Position Title: Discipleship and Fellowship Coordinator
Reports To: Senior Pastor
Status: Full-Time
Date: March 10, 2022
Approved By: Senior Pastor

This position description will be reviewed periodically and is subject to change.

Primary Purpose of the Discipleship and Fellowship Coordinator

The Discipleship and Fellowship Coordinator, in cooperation with other staff members, has the primary responsibility to connect members to members, members to ministry opportunities, and the congregation to the community, empowering Grace to better live out its ministry among its membership and to connect with the community for the sake of the gospel.

Essential Duties and Responsibilities

- Build a culture of creating community in Christ by connecting people to one another and by connecting the congregation to the surrounding community
- Serve as a staff liaison to the Fellowship, Evangelism, New Member, Stewardship, and Social Ministry Committees in support of, and to help shape, their mission and goals
- Serve directly with the Board of Discipleship and connect with the Board of Spiritual Life to help connect and coordinate ministries in support of their mission and goals
- Create and support opportunities for Grace members to connect with one another in fellowship and develop meaningful relationships
- Support small groups and increase participation and new opportunities
- Recruit, train, and schedule (or support the scheduling of) worship volunteers
- Work with boards and committees to recruit members for committees
- Work with the Church Administrative Assistant to maintain and update the worship volunteer schedule
- Recruit volunteers for congregational events
- Work with the Communications Coordinator to ensure ministry and fellowship opportunities are communicated clearly across print and electronic platforms
- Seek out opportunities for members to engage in community events, and for community members to engage in congregational events
- Provide flexible support to staff and members as needed
- Other duties as assigned

Staff Relationships

- Supervised by Senior Pastor. Works collaboratively with all staff members, particularly as related to essential duties.

Equipment and Machines Used

- Personal computer with all necessary software and internet applications, including Microsoft Word, Excel, and Outlook; ACS database system, Google Docs, Office 365, Sign-Up Genius, voicemail system, copier, etc.

Physical/Mental/Environmental Requirements

In all cases of physical requirements, appropriate reasonable accommodations should and will be considered, whenever possible, to allow position incumbent to accomplish identified essential functions in an alternative manner.

Physical: Position is mostly sedentary in nature. Standing, walking, bending, lifting (approx. 15—30 lbs.) may be required in various amount, however, depending on assignments.

Mental: In general, position can be stressful due to volume of work, deadlines, and or dealing with others on the job.

Environmental: Position may involve working in an open-plan environment.

Certificates, Licenses, Registrations

No minimum requirements.

Qualifications

The position requires strong administrative skills. Previous work experience in a church or non-profit setting preferred. Additionally, the position requires:

- An understanding of and commitment to the mission of Grace
- Self-motivation and ability to achieve goals
- Ability to multi-task (can keep many projects in progress at once)

Interested candidates should send a cover letter and résumé with references to Grace's Senior Pastor, David Lyle, at dlyle@graceriverforest.org. Applications will be accepted until the position is filled.