

Job Description for Director of Discipleship and Outreach

Reports to: Lead Pastor

Effective Date: May 1, 2022

Directly Supervises: Nursery Staff, Directors of Youth & Children, volunteers in area ministries

Status: Three-Quarters or Full Time; Salaried

Job Summary:

The Director of Discipleship and Outreach Ministries will provide strategic leadership as we work to make and grow disciples at Immanuel. One half of this position will focus primarily on adults to empower members of the congregation to deepen their own spiritual formation. This might include both hands-on teaching and developing and resourcing leaders. This position will also supervise and resource this work with staff focused on children and youth. The other half of the position will focus primarily on how we move beyond the walls of our church to share the good news of God with new people. While some of this work will focus on building relationships and equipping members to invite others, the front door of the church is now digital. Therefore, this work also includes leadership around digital communications and online worship experiences.

Essential Functions:

- Develop and oversee, in partnership with lay leadership, a comprehensive strategy for living out our vision in the areas of GROW Ministries. This would include developing ministry teams, supporting other staff in this area, and overseeing the resources (ie: budget, curriculum) needed to accomplish this strategy. This would also include adapting ministries to a virtual setting when needed.
- Coordinate with and supervise other GROW ministries staff (nursery, children, and youth director)
- Create and implement a cohesive digital communications strategy for our various platforms.
- Collaborate with other staff to produce visual elements (graphic / video) for worship services and social media that creatively share the stories of our congregation, promote our ministries, and invite others into the work.
- Cultivate relationships with various community organizations and leaders to better connect Immanuel UMC to our neighborhood.
- Recruit, train, support, and coordinate volunteers and lay leaders within ministry areas.

Other Responsibilities:

- Network in the community and with other churches to develop and share resources in your field.
- Participate in staff and relevant committee meetings in order to share and direct the shared mission and values of Immanuel UMC.

Minimum Qualifications:

- 4-year college degree preferred or relevant experience in digital communications and discipleship

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Immanuel United Methodist Church. Can demonstrate and teach those values to others. Leads his/her area of ministry to identify their unique vision and mission, in line with the mission and values of Immanuel UMC.
- **Spiritual Maturity:** Is personally growing in their discipleship and faith life. Models and develops humility, teachability, accountability, and servant leadership in all relationships. Demonstrates integrity by walking the talk and by responding with constancy of purpose. Is able to articulate a clear and consistent theology that is in line with the mission and values of Immanuel UMC.
- **Leadership Development:** Actively engages people in their areas of giftedness and passion to serve in the larger community. Calls out the best in others and supports the development of their skills and abilities. Provides direction, gains commitment, facilitates change, and achieves results through the creative and responsible

deployment of leaders and volunteers. Thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Takes acceptable risks in pursuit of innovation. Learns from mistakes. Has good judgment about which creative ideas and suggestions will work. Encourages others to cooperate, be creative, and make decisions. Generates energy, passion, and commitment to an idea. Creates an environment that others want to participate in.
- **Project Management:** Is future oriented and can identify and prioritize objectives in the scope of ministry and projects. Garners needed resources and project support, develops a realistic and thorough plan for achieving objectives. Keeps staff, committees, and the congregation briefed on progress. Identifies and resolves barriers and problems.
- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Holds others accountable in a spirit of love. Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict.
- **Teaching and Witness:** Invites others into reflection about their spiritual journey and teaches a variety of spiritual practices to help others deepen and develop their discipleship. Facilitates learning experiences in both small and large group settings. Selects or creates teaching materials that are relevant, provocative, and contribute to a deeper understanding of scripture, United Methodist theology and spiritual practice. Encourages an action/reflection model that allows us to grow from our experiences of love, service, and prayer in the world.
- **Congregational Orientation:** Demonstrates interest, skill, and success in working together as a team. Promotes organizational and group goals ahead of personal agendas. Demonstrates concern for and attends to the needs of the congregation's internal and external constituents. Knowledgeable about how congregational communication, decision making, and leadership work. Anticipates organizational barriers and plans his/her approach accordingly. Shares credit for success with others, takes responsibility for his or her part in congregational failures. Deepen intergenerational connections and partnerships so that children and youth are fully integrated into the life of our church