

**Position 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, educational ministry, congregational care, fellowship, worship, and mission.

**Accountability:** This position is accountable to the Pastor.

**Essential Functions:**

- Work alongside staff, elders, and church volunteers (Christian Ed and Youth Committees, special subcommittees) to supervise, coordinate, and share in leading faith formation (in person and on zoom) for all ages including Sunday School classes and small groups for adults, worship education for families, programming, and special events for K-5<sup>th</sup> grade children and youth, special seasonal events, confirmation for youth (every other year, or so.)
- Communicate all programs, classes, and activities through appropriate communication tools available in and beyond the church (emails, texts, website, newsletters, yard signs, etc.)
- Supervise the Youth Intern(s), including a weekly check in/planning.
- Oversee all youth (6<sup>th</sup>-12<sup>th</sup> grade) programming and special events in coordination with Youth Interns and Youth Committee, including special trips, camps, and retreats each summer, and every other year beyond local mission trip.
- Coordinate and train all volunteers who work with children and youth. Ensure Child Protection Policy training is conducted (including co-leading trainings) and background checks are up to date for all volunteers and Christian Education staff (nursery and youth interns.)
- Supervise Nursery Supervisor and Children's Ministry Assistant including program planning, support for finding volunteers, supplies, etc.
- Share in regular worship leadership, training, and education of weekly lay liturgists, planning of worship with other ministry staff.
- Share in providing pastoral care for members and friends of Rumple in conjunction with the pastor and Congregational Care Committee.
- Work with Fellowship Committee to provide monthly fellowship events, bi-annual Salt Shakers, and other special fellowship events.
- Attend staff meetings, Christian Education, Fellowship 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; can 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 amid 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:** Director of Discipleship will work closely with the Pastor, the Christian Education, Congregational Care, Fellowship, and Youth Committees, with the Youth Interns, Nursery staff, church session, leaders, and volunteers in all areas of the church's ministry.

**Compensation:** Salary commensurate with experience. Benefits provided through Presbyterian Church (USA) for this full time position.