



Ministry Coordinator for Discipleship

Department: Discipleship

Reports To: Executive Director of Ministry (EDM)

Hours/Week: 25 Hours/Week

FLSA Status: Non-Exempt

Schedule: Sunday-Thursday, some evenings, weekends, & overnights

Job Class: Ministry Coordinator

Benefit Eligibility: Benefited

Location: UPC Main Campus

Wage Range: \$21 to \$23 per hour

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position is to coordinate the efforts of the Discipleship Ministry with a heavy emphasis on small groups (“Connect” and “Next Door”) and the execution of our Discipleship Pathway.

RESPONSIBILITIES

- **Provide coordination for Small Groups at UPC.**
 - Serve as the direct point-of-contact with Small Group Leaders and participants.
 - Weekly communication to encourage and resource small group leaders.
 - In conjunction with the EDM, strategize and execute effective methods of; recruiting, training, and celebrating Small Group Leaders.
 - Assist EDM in hosting Small Group ministry events (i.e. trainings, celebrations, meetings, etc.)
 - Manage and ensure accuracy of the small group database.
- **Support EDM in the execution of UPC’s Discipleship Pathway.**
 - Assist the EDM in communicating and implementing the new Discipleship Pathway structure internally and externally.
 - Serve as the direct point-of-contact with discipleship program leaders and participants.

- In conjunction with the EDM, strategize effective methods and execution of; recruiting, training, and celebrating discipleship program leaders (i.e. Immerse hosts, EHS/EHD Leaders, ReFrame teachers, Alpha facilitators, etc.)
- Supports the hospitality efforts for Alpha Meetings (i.e. food, welcome, follow up, facilitating, etc.)
- Coordinate discipleship administration (i.e. registrations, room reservations, communicating with participants, etc.)
- **Additional administrative Support for Discipleship Ministry.**
 - Follow the processes to ensure timely collaboration with UPC's Communication and Media department for announcements and promotions.
 - Help create and execute a strategic annual ministry calendar that encompasses all programs.
- **Participates in UPC worship, community, and mission.**
 - Attends department and UPC staff meetings, as arranged with EDM.
 - Participates in corporate Sunday worship at UPC.
- **Other duties as assigned.**

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the [Essential Tenets](#) and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Bachelor's degree preferred.
- Minimum of 3 years of experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Experience with Planning Center and other church database a plus.
- Proven project management skills with the aptitude to take on multiple projects at a time.
- Open to receive, and apply, coaching and feedback.
- A self-starter who is also gifted at being a team-player.
- Able to create, present, inspire others, and execute a plan to grow their areas of responsibility.

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.
- Energy and enthusiasm for a varied work schedule (late nights/early mornings), including Sundays.

SPECIAL/OTHER

This position requires some travel, overnights, and a flexible schedule to respond to Ministry needs.