



Ministry Coordinator for Discipleship

Department: Discipleship

Reports To: Executive Director of Ministry (EDM)

Hours/Week: 40 Hours/Week

FLSA Status: Non-Exempt

Schedule: Sunday-Thursday, some evenings and weekends

Job Class: Coordinator

Salary: \$49,000 – \$52,000/year

Benefit Eligibility: Benefited

Location: UPC Main Campus

SUMMARY

Vision: 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.

Role: This is a coordinator role that collaborates with the Executive Director of Ministry (EDM) to execute the vision for the Discipleship Ministry. The primary focus will be on the *Discipleship Pathway*, which includes (but not limited to) Connect Groups, meetups, classes, membership, and other related initiatives.

RESPONSIBILITIES

- **Support the overall coordination and implementation of the Discipleship Ministry.**
 - With the support of the EDM, coordinate all aspects of Connect Groups, Alpha, and Adult Classes, ensuring a high-quality, hospitable, and spiritually formative experiences for all participants.
 - Serve as the first point-of-contact for the discipleship ministry.
 - In conjunction with the EDM, strategize and execute effective methods of; recruiting, training, and celebrating volunteers.
 - Assist in the planning and execution of discipleship-related gatherings such as retreats, trainings, and special events.
- **Administrative Support for Discipleship Ministry.**

- Provide administrative support by managing registrations, room use, coordinating with the Communications Department, processing reimbursements, and completing other related administrative tasks.
- Accurately maintain the discipleship database (CCB) to ensure data integrity, monitor congregational involvement, and support timely communication.
- Assist in creating and implementing an annual discipleship ministry calendar that integrates all programs and key initiatives.
- **Participates in UPC worship, community, and mission.**
 - Attend department and UPC all-staff meetings, as arranged with EDM.
 - Participate in corporate Sunday worship at UPC and assist in leading elements of the service as needed.
- **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 agree to support them in the work they do at UPC.
- A genuine sense of calling to help others grow in faith through discipleship and spiritual formation.
- Cross-cultural competency, sensitivity, and awareness.
- Bachelor's degree/Seminary degree preferred.
- Minimum of 3 years of experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams) a plus.
- 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.