

Title: Discipleship Coordinator**Department:** Discipleship**Supervisor:** Discipleship Pastor**Hours:** Part-Time, 20-30 hours per week

Description: The Discipleship Coordinator oversees the administration of The District Church's Discipleship Ministry. This involves three primary roles: overseeing the connection of people into discipleship communities, managing discipleship events, and overseeing discipleship systems and communications.

About The District Church: The District Church is a thriving, culture-defining church in the heart of our nation's capital, with a vision of impacting our city for Christ, one neighborhood at a time. Established on the values of worship, community, and justice, the church is steadfast in its mission to be missional, multicultural, and multiplying.

In 2022 and 2023, the church was certified as a Best Christian Workplace by the Best Christian Workplace Institute (BCWI). This impartial, research-based certification solidified its position as one of the best and most effective workplaces in the city. Per the BCWI survey, *the church's staff* voted that The District Church: clearly values diversity; acts on the suggestions of staff; strives to help staff maintain a good work/life balance; hires highly capable personnel; continually changes for the better; meets its goals; and compensates its employees fairly. Additionally, the leadership of the church: embodies humility; shows compassion for people at all levels; includes staff in decisions that affect them; and recognizes the importance of balancing a flourishing culture with life-giving work.

Responsibilities:**Foundational**

- Follow Jesus Christ and seek to love, think, and act like him
- Uphold [The District Church Leadership Covenant](#)

Oversee Discipleship Connections

- *Summary: architect connection strategy and manage connection process to help newcomers and new believers join discipleship communities within The District Church, especially in the form of Rooted cohorts.*
- Manage the connection center after Sunday services

- Correspond with individuals via email and other channels to help them get connected into Rooted and Life Group communities
- Support Newcomer's events hosted by our Hospitality ministry
- Assign Rooted cohorts through coordination with potential Rooted leaders, participants, and Discipleship staff and coaches.
- Manage Planning Center workflows related to connections into Rooted and Life Groups
- Create and manage groups within Planning Center related to Rooted, Life Groups, and discipleship classes and networks.
- Oversee connections between individuals within discipleship network ministries (e.g., marriage, men's, women's, workplace groups, etc).

Manage Discipleship Events

- *Summary: Take the vision for a discipleship event and turn it into a reality by designing the space, planning the logistics, and overseeing its execution. Discipleship events include Rooted events (launch night, prayer experience, serve experience, celebration day), Life Groups-related events, prayer retreats, baptisms, classes, workshops, network ministry events (e.g., marriage seminar), etc.*
- Source event venue and secure it via contracts (external venues) or reservations (internal venues).
- Design event atmosphere based on the vision and goals of the event. This includes layout, decor, music, etc.
- Oversee and/or perform setup of event venue.
- Coordinate scheduling, agenda, and payment (if applicable) with event speakers, musicians, and/or childcare providers.
- Coordinate scheduling and roles with volunteers serving at the event (if applicable).
- Secure food and drinks for the event (if applicable).
- Ensure that all necessary supplies are present for the event.
- Create event registration forms in Planning Center and manage event check-in and attendance records.
- Promote the event through email and other media in collaboration with Discipleship staff
- Serve as the event supervisor and logistical point of contact at the event.

Oversee Discipleship Systems and Communications

- Assist with emails and other communication to Discipleship team volunteers.
- Oversee discipleship ministry content curation via the Discipleship website, Planning Center groups, and other media.
- Oversee the technical and logistical aspects of Discipleship podcast and video creation.
- Assist with the creation and execution of discipleship surveys and data analysis.
- Assist with the creation and management of the Discipleship ministry budget.

Required Skills:

- Organized
- Detail-oriented
- Strong interpersonal skills
- Self-starter who takes initiative
- Team player
- Ability to create and maintain systems
- Ability to multi-task and oversee multiple projects simultaneously
- Ability to anticipate future needs to facilitate successful planning/scheduling
- Willingness and flexibility to work some evenings and weekends
- A working knowledge of Google Workspace, Microsoft Office, Planning Center, and other related applications is preferred

Qualifications:

- Baptized and mature Christian
- Loves God and His people
- Committed to personal spiritual growth and a spiritually healthy lifestyle
- Considers the Bible to be the inspired and authoritative Word of God
- Has signed and abides by the [The District Church Leadership Covenant](#)
- Committed to the mission of The District Church.
- Is personally motivated to see the spiritual growth and maturity of believers in the congregation