

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.14
Subject Job Description: Ministry Director
for Discipleship
Effective Date 09/08/2014
Committee Administration & Personnel

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Discipleship provides leadership and oversight for learning and spiritual formation in order to create a culture where discipleship may grow and flourish.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Director of Children and Family Ministries, Director of Youth and Student Ministries

EVALATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight to education ministry, encouraging activities and programs that foster discipleship and form fully devoted followers of Jesus.
- Develop a network of spiritually gifted coaches, leaders, mentors, and teachers who can disciple people.
- Develops, coordinates, and supports all adult educational and spiritual formation opportunities.
- Provides for New Member Orientation Class in consultation with the Lead Pastor.
- Create and communicate a vision for small group discipleship ministries.
- Serves as advisor to Education Ministry and Youth Ministry Teams.
- Preaches, administers the sacraments and participates as liturgist in consultation with the Lead Pastor.
- Works with the Director of Contemporary Music to create an overall plan for contemporary music as part of worship in accordance with Lutheran theology and worship practices.

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OTHER RESPONSIBILITIES:

- Provides short-term counseling services in cooperation with the other pastoral staff.
- Shares in the on-call-rotation among pastoral staff for weekends only.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Conducts weddings, baptisms, and funerals, including advance counseling.
- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Assumes other duties or roles as assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- M.Div. degree
- Ordained in ELCA or ecumenical partner
- Demonstrated competences in leadership, management, teaching and preaching.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community

CORE COMPETENCIES:

- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.
- **Spiritual Maturity**
Consistently practices discipleship, servant leadership, and spiritual growth.

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- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry "health." Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church's mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.