

Hiring a Discipleship & Outreach Director

- A full-time, salaried position with paid holiday and vacation time and 403b retirement plan
- Flexible hours, including some evenings and weekends required
- Bachelor's degree or commensurate work-related experience preferred
- Basic computer skills including Microsoft Office, web-based email, and the ability to learn specific church software packages; excellent organizational skills with the ability to multi-task; and excellent communication skills with a variety of audiences needed
- Time is split between office work and meetings and active work at or preparing for activities

Discipleship:

- Along with the pastoral staff, develop and implement an intentional strategy of discipleship on United Methodist theology for all age groups, including Bible studies, Sunday School classes, and small/life groups. Must research and study to stay current with trends in Christian education and small group ministries. Empower others to train and serve as teachers/leaders or assistants with support for short-term and long-term goal setting, scheduling, and promoting of activities. Purchase and prepare supplies for classes and activities.
- Guide and empower the Children's Discipleship Team to coordinate and lead Sunday School, VBS, missional activities and seasonal fellowship activities for children through elementary school age.
- Work with the Youth Director to plan and execute Confirmation classes, Junior & Senior High Sunday School classes, youth fellowship, and youth mission trips for youth in Junior and Senior High. Also work to develop and implement college-age ministry.
- Assist new member candidates and other congregation members with taking a spiritual gifts inventory and finding opportunities to serve and to deepen their level of discipleship.

Outreach:

- Recruit and train church participants to serve in hospitality/fellowship ministries—Sunday morning greeters, Fellowship Hour hosts, First Community Kitchen, Fellowship dinners, and others as necessary.
- Coordinate life/small groups to facilitate church communication and promote service in the church's outreach activities and missions as a way for church participants to deepen their discipleship.
- Support the Local Missions Committee, Second Saturday, and UMW for short-term and long-term goal setting, scheduling, promotion of activities, and purchasing and preparing supplies.
- Oversee Creative Ministries with Creative Ministry Director to plan church's outreach events and to recruit and train participants for outreach ministries.

Administrative:

- Actively participate in meetings with staff, Church Council, and other subcommittees for goal setting, communicating, coordinating planning, and training participants.
- Follow the church's policies and procedures and participate in formulation or revision of needed structure for the vitality of the church.
- Supervise Youth Director, Creative Ministries Director, Discipleship Assistant, Nursery staff, and food service staff and volunteers.

Applications/resumes being accepted until the position is filled by mail or email to Deb Silvia, Business Administrator, debsilvia@lancasterfumc.org. Please include three professional/personal references.