

---

|                 |                                                                                                                           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Title: | Discipleship Director                                                                                                     |
| Hours/week:     | 40+                                                                                                                       |
| Reports To:     | Campus Pastor                                                                                                             |
| Classification: | salaried/exempt                                                                                                           |
| Pay Range:      | \$47,000 - \$56,000 annually, depending on experience                                                                     |
| Benefits:       | Medical/vision/dental and life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick leave |

---

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

### PRIMARY RESPONSIBILITIES:

1. Community Groups (approximately 45% of week)
  - a. Supports Campus Community Group (CG) Leaders as they serve as shepherds to their CG Members (front line care and support of their group and facilitation of the weekly CG gatherings)
  - b. Connects with Individual CG Leaders frequently throughout the year; visits campus CGs to see what is working well and how to support the leaders and participants best
  - c. Placement: Serves as the campus hub to connect new CG members to a community group
  - d. Development: Recruits, trains, and commissions CG Leaders at home campus to grow CG participation to meet the needs of the campus
  - e. Central Grow support: Works with the Pastor of Campus Ministry to create, develop and promote strategies to increase and strengthen CGs and participants at home campus; follows up on questions about CGs from weekend services/Connect Central
2. Woodmen U (approximately 20% of week)
  - a. Serves as the Campus Lead for Woodmen U at their campus. Coordinates with Central Discipleship Staff to advance the Discipleship Roadmap at home campus; helps implement follow-up strategy for course participants and their best next step for growing in and deepening their faith; coordinates with other ministries to implement deeper discipleship opportunities
  - b. Assesses Woodmen U classes and works with Central to bring appropriate classes to your campus
  - c. Serves as the Campus Host for Woodmen U (Approximately 25 Monday nights per year. Grow Coordinator can find a replacement for 5 Monday Nights.)
  - d. Assists in the annual scheduling of Campus Woodmen U classes
  - e. May recruit, develop and vet leaders
  - f. Assists the Campus Coordinator in the coordination of room and Rock reservations
  - g. Supports Campus Pastor in Pastoral Care, as needed
3. Weekend Staff (approximately 20% of week)
  - a. Is present 4 out of every 5 weekends for Saturday and Sunday services
  - b. Connects with CG leaders
  - c. Meets new people and helps them connect to the right CGs; involved in the Woodmen Welcome
  - d. Because you will work weekends, you can take Friday or Monday off as your Sabbath
4. Care Ministry (approximately 10% of week)
  - a. Provides care support for those at the campus in need of biblical care, support, and counsel
  - b. Understands the broader care offerings at Woodmen (Pastoral Care, Clinical referrals, support groups) and makes recommendations as needed
5. Commissioned Leader Process (approximately 5% of week)
  - a. Serves as the Staff Lead for the Commissioned Leader process; helps train staff and deacons on the Commissioned Leader process, ensuring consistency across the campus.
6. Other duties as requested

## **SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Minimum of Bachelors degree
4. Gifting in the areas of leadership, teaching, communication, shepherding, Bible-based care and administration
5. Ability to speak clearly and confidently, both to large groups and one-on-one
6. A strategic thinker with the ability to mobilize, manage, motivate, and lead MPs
7. Ability to attend weekend services; ability to attend evening activities, as needed
8. Reliable transportation to travel between campuses, as needed