

**NATIONAL PRESBYTERIAN CHURCH
DISCIPLESHIP COORDINATOR
POSITION DESCRIPTION**

The Discipleship Coordinator will play a vital role in advancing the discipleship ministries of National Presbyterian Church by providing exceptional program, communication, and event support. Working alongside the two pastors who lead Adult Discipleship and Next Generation Ministry, this position will help create an environment where youth, college students, young adults, families, and adults can grow as faithful followers of Jesus Christ. The ideal candidate will be highly organized, collaborative, and passionate about serving behind the scenes to ensure ministry programs, events, communications, and volunteers are supported with excellence.

The Discipleship Coordinator is an exempt, 25-hour-per-week position. The anticipated work schedule is Sunday through Thursday, with occasional evening and weekend responsibilities in support of ministry programs and events.

Duties & Responsibilities

1. Support ministry events and programs.
 - a. Create and manage registrations for classes, retreats, mission opportunities, and special events.
 - b. Coordinate meal registrations and volunteer sign-ups for ministry gatherings.
 - c. Help coordinate & organize NPC's Small Group ministry.
 - d. Coordinate room reservations, technology, online meeting setups, and other logistical needs.
 - e. Assist with preparation, setup, and event follow-up as assigned.
 - f. Work collaboratively with the Hospitality Manager for catering and event support as needed.
2. Coordinate ministry communications.
 - a. Prepare and distribute weekly Youth Newsletters.
 - b. Coordinate periodic ministry and event mailings.
 - c. Prepare volunteer communications for activities and events.
 - d. Work collaboratively with the Communications Department to plan broader church communications, materials, and signage.
3. Maintain and track ministry records within the church database.
 - a. Develop competency in using the Church Community Builder software.
 - b. Accurately enter and manage attendance records for classes, events, and ministry programs.
 - c. Build customizable forms used to collect information needed to support ministry.
 - d. Prepare reports and provide ministry participation data as requested.
4. Provide support to the Adult Discipleship and Next Generation pastors.
 - a. Coordinate calendars, meetings, and ministry logistics as requested.
 - b. Assist with scheduling, preparing materials, and attending committee meetings.
 - c. Process payment requests, maintain financial records, and assist pastors in tracking budgets.

- d. Respond to inquiries regarding programs and events, ensuring appropriate follow-up.
- e. Perform other ministry-related responsibilities as assigned.

Qualifications

- Strong written, verbal, and interpersonal communication skills.
- Ability to work both independently and collaboratively while managing multiple projects, priorities, and deadlines.
- Experience with Church Community Builder software is a plus but not a requirement.
- A commitment to confidentiality and ethical handling of sensitive information.
- A heart for service and alignment with the values and mission of the church.