

Newnan First United Methodist Church
33 Greenville St.,
Newnan, GA 30263

Job Description

Job Title: Discipleship Director

Accountable to: Senior Pastor

Position Status: Part time (20 hours a week)

Job Requirements & Skills:

- Strong interpersonal/organizational abilities; ability to function independently & as part of a ministry team.
- Creative, energetic, with a willingness to explore innovative approaches to ministry.
- Proficient with digital media & office software
- Able to attend staff meetings, coordinate activities with other staff members to produce an effective overall ministry.
- Able to attend Church Council meetings & share a ministry report (6x per year).
- Able to be flexible in schedule & able to work Sundays as needed.

Job Responsibilities:

- Provide & promote ministry/programs serving the needs of the congregation, consistent with the philosophies & teachings of the United Methodist Church; enlist talents of lay persons to help execute programs.
- Serve as a resource person for Curriculum, Literature, Teaching Aids, & General Supplies for the Education/Sunday School Ministry. Coordinate the purchase of necessary items. Use & assist SS Classes with online streaming platforms via phone/email.
- Communicate with Sunday School class presidents & teachers, & keep records of Sunday School attendance via email.
- Implement programs, Bible studies, & events in coordination with the Education Committee; evaluate needs of the Educational/Sunday School ministry & the congregation in coordination with the Education Committee.
- Planning &/or coordination in preparation for the High Holy Holidays in the Methodist Church (Lent, Easter, Hanging of the Greens, Advent, Christmas).
- Plan, implement, & participate in “special” & seasonal programs/activities throughout the year, including but not limited to Braves Game, Women’s Gala, Wednesday Night Fellowship programs, summer &/or fall picnics, parades/community events, Advent & Lent programming. Work with the church hostess to implement ongoing & occasional meals for the congregation.
- Organize Advent Bag Program (coordinate with Friendship Committee) shop, organize, & recruit volunteers for wrapping presents & delivering them.