

Director of Discipleship and Outreach

The Director of Discipleship and Outreach is a critical staff position in Trinity United Methodist Church, reporting directly to the Pastor. This position coordinates the christian education, outreach and special church events, and communicates with the various stakeholders of the church and community. This is considered to be approximately a 32 hour per week position.

Staffing Responsibilities

- Correlate all programs, plans and activities with the pastor and church council.
- Recruit volunteers to serve as Sunday school teachers, Nursery attendants, and Junior worship leaders.

Education and Teaching Responsibilities

- Coordinate to assure coverage of Children's Sunday School, Jr. Worship, and the Nursery every week.
- Lead youth group activities and educational sessions at least biweekly, including quarterly service opportunities. .
- Develop healthy relationships with students in the youth group and work to facilitate growth including but not limited to numerical and spiritual growth.
- Plan and execute the annual Vacation Bible School event as well as follow up events that may emerge.
- Assist adult Christian education teachers in choosing and procuring curriculum for their classes.
- Assist with Campus Ministry as needed.

Outreach & Special Events

- Create quarterly outreach events that reach the community and encourage the sharing of God's love and the growth of the Kingdom of God.
- Coordinate Kenwood Elementary School Partnership.
 - Recruit "Reading Buddies", volunteers for "BG Young Neighbors" After School Program, coordinate school supply collection, develop new relationship ties between Kenwood Elementary school and TUMC.
- Plan and execute congregational events as they arise.
- Arrange for the annual children's mission project. Identify the mission, organize collection days.
- Organize social activities for church. Advertise for events and take, or gather, pictures for social media and future communications.
- Coordinate annual women's retreat and/or leadership retreat.

Other Duties as needed

- Purchase gifts and cards for high school and college graduates.
- Purchase, personalize and present Bibles to children third grade and up each year.
- Other duties as assigned

Qualifications

The ideal candidate for this position will be a lay professional with a strong focus and background in youth and children's ministry and/or education.

Required Qualifications:

- A heart for Jesus Christ
- Solid people skills (i.e., personable, professional, outgoing, community oriented, a positive outlook, teamwork oriented)
- Demonstrate administrative, organizational, and time management skills
- Able to self-start in project planning and implementation

- Strong communication and relational skills
- Computer literacy
- The ability to effectively recruit and manage volunteers

Preferred qualifications:

- Bachelor's Degree in education, religion, youth ministry, or related field with relevant experience an asset

Criminal background checks will be conducted.

Resumes may be submitted to bgtrinityumc@yahoo.com