

LAFAYETTE DISCIPLESHIP COORDINATOR

Flatirons Church | Lafayette Campus

REPORTS TO:

Lafayette Discipleship Pastor

CLASSIFICATION:

FULL-TIME//SALARY//NON-PASTORAL//ON-SITE//SUN-THUR//INCLUDES SOME HOLIDAY, WEEKEND, AND EVENING HOURS.

WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

RAW AND REAL. FUN. INNOVATIVE

The Discipleship Coordinator supports and strengthens Flatirons' discipleship ministries at the Lafayette campus. This role helps ensure clear, consistent communication with group leaders; assists in planning and executing discipleship events and trainings; manages registrations for campus-level workshops, classes, and groups; and maintains accurate, up-to-date data within our systems. Through strong organization, relational follow-up, and attention to detail, this role helps create a smooth, welcoming experience for both leaders and participants while strengthening the overall health, clarity, and effectiveness of Flatirons' discipleship pathway.

WHAT YOU BRING

PERSONAL QUALIFICATIONS:

- Submits your life to God and the authority of His Word.
- Model a commitment to developing the character of Christ.
- Understand and support Flatirons' vision and values; filters decisions through that lens.
- Embrace key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplify qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willingness to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong team culture.
- Agreement with the Flatirons Community Church Staff Lifestyle Covenant.

PROFESSIONAL QUALIFICATIONS:



- Superior communication skills, written and verbal.
 - 2+ years of administrative or related experience.
 - Alignment with Flatirons' mission, values, and faith-based approach to formation.
 - Ability to connect with all types of people.
 - Previous experience in event/project planning and execution.
 - High organizational ability with attention to detail.
 - Ability to manage multiple programs, systems, and deadlines simultaneously
 - Alignment with Flatirons' mission, values, and faith-based approach to formation.
 - Strong follow-through and responsiveness.
 - Experience in recruiting/leading volunteers.
 - Experience in small groups, bible studies, workshops, or other adult discipleship environments.
 - Collaborative, adaptable, and detail oriented.
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WHAT YOU'LL DO

- Provide administrative and logistical support for the Lafayette Discipleship Team, including calendars, meetings, phone calls, forms, expense coding and reporting, and ministry support requests.
 - Maintain accurate and up-to-date data for all campus discipleship environments and leaders, including applications, training records, coaching notes, and reporting.
 - Create and manage registrations, room scheduling, and logistics for campus-based discipleship events, groups, classes, trainings, and workshops.
 - Support the continuous improvement of discipleship systems and processes to increase clarity, consistency, and effectiveness.
 - Help ensure alignment with church policies, timelines, strategy, and internal guidelines.
 - Assist in overseeing baptism processes, execution, and volunteer coordination at the Lafayette campus.
 - Support and manage communication with discipleship leaders and volunteers, helping ensure leaders feel informed, equipped, and supported.
 - Establish and lead a mid-week Discipleship Setup/Teardown volunteer team to support on-campus groups, events, trainings, and workshops.
 - Provide logistical and administrative support for affinity-based campus groups (e.g., 55+, Frontline, and other specialized groups).
 - As needed, collaborate with and support cross-ministry teams and campus-wide events at the Lafayette campus to ensure alignment, communication, and smooth execution.
 - As a member of the Flatirons Spiritual Formation team, help carry forward the broader vision for discipleship and community by supporting Subject Matter Expert (SME) teams and contributing to shared initiatives, resources, and ministry rhythms across the church.
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COMPENSATION & BENEFITS:

- **STARTING SALARY** \$50,000 - \$55,000 - We recognize the value of your skills and dedication as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is designed to reflect your expertise and commitment to our mission.
- **HEALTH COVERAGE** – Enjoy peace of mind knowing you're covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can also customize your coverage with



optional buy-up options, including voluntary insurance coverages, ensuring you're supported in every aspect of life.

- **TIME OFF** – We believe in the importance of rest and renewal. You'll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ's love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.
- **ACADEMY DISCOUNT** – We're committed to your growth of and the growth of your family. That's why we offer a tuition discount at Flatirons Academy to develop your kids' faith and knowledge.