

## **Discipleship Coordinator**



**FLSA:** Non-Exempt | Part-Time (20 Hours)

**Accountable to:** Director of Discipleship & Family Ministry

**Job Band:** Yellow Band

**Purpose:** The Discipleship Coordinator provides day-to-day administrative support for our Discipleship Team at Kingsway – including Care, Outreach, Connections & Groups.

### **Duties and Responsibilities:**

- Provide day-to-day support to the Discipleship Team by handling regular tasks and consistently taking the initiative to find other ways to lend support and handle items that come up. Including, but not limited to:
  - Help field incoming calls directed to these ministry areas and respond-to or direct to proper staff member.
  - Help support team by inputting needed information into the Church Database and appropriate systems. This could include attender information, confidential notes, communication, etc.
  - Support events put on by Discipleship by handling the administrative details – including Room Reservations, communication, material preparation, food ordering, setup/teardown as needed. This includes scheduling of childcare workers as needed.
  - Keep a pulse on the processes and procedures within Discipleship, help by suggesting improvements and making changes to guidelines. Also keeping up to date on all internal processes and procedures.
  - Assist with communications to volunteers – including helping to prepare lists, editing, distributing of volunteer emails, newsletters, etc.
  - Provide support for financial aspects of each area, such as check requests, PO's & purchasing.
  - Support with maintaining proper file storage systems (& record retention), making copies, handling correspondence and additional administrative support as needed.
  - Assist baptism process by maintaining supplies and helping support volunteers.
  - Coordinate aspects of global trips, alongside Outreach Minister, including travel details, insurance, communicating with trip members, etc.
  - Serve as a part of the Front Desk team on a rotating basis under the direction of the Experience Coordinator. Plays a role in creating a warm, welcoming, and secure environment for all visitors, vendors, and staff at Kingsway. While serving at the front desk, will handle front-desk hospitality, ensuring the main entrance is clean and inviting, coordinating with internal teams, and supporting care inquiries. Help to monitor facility access, handle deliveries, and maintain refreshments to enhance the overall guest experience.
  - Maintain full understanding of internal staff systems and databases – including church database, church metrics, operations procedures (including facilities, IT, finance, work orders) & front desk procedures.

### **Qualifications & Requirements:**

- High School diploma or equivalent required; 3-5 years related experience and/or training
- **Competencies, Skills & Experience:** Personal relationship with Jesus | High initiative and self-starter, confidence to handle tasks with little direction | Strong Communication skills (Verbal & Written) | Relational | Ability to maintain a high level of confidentiality
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to always keep this confidential.
- Must be a member of Kingsway Christian Church and be taking steps on the Growth Path, but at least at the “believer” level in each category. Must demonstrate that they are ‘all in’ at Kingsway - showing commitment to the Mission, Vision, and Cultural Behaviors & Beliefs of Kingsway.
- Schedule: This position is part-time, Monday-Thursday (20 hours), along with other needs that arise

**“I have read my job description, have been able to ask questions to clarify information, and it has been reviewed with me by Kingsway leader.”**

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**Employee Signature**

**Date**

*This job description has been approved by your direct supervisor and the Kingsway HR Team:*

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**HR Representative**

**Date**

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**Supervisor Signature**

**Date**