

**Job Description**  
**ADULT DISCIPLESHIP DIRECTOR**  
**First United Methodist Church**  
**Fort Smith, Arkansas**

Reports to: Executive Associate

Status: Full time

FLSA: Exempt

Effective: July 1, 2018

**I. Job Summary**

- A. Support and develop discipleship, hospitality, and mission ministries of the church.
- B. Recruit, train, and develop lay leadership for ministry
- C. Work with the senior minister and staff in fulfilling the goals of the mission of the church.

**II. Essential Functions**

**A. Discipleship (Study)**

- 1. Work with Study team to ensure an appropriate discipleship program at the church
- 2. Maintain and promote adult Sunday School, including ordering and distributing literature
- 3. Manage Wednesday Night Life ministry: recruit class leaders, schedule times, coordinate meals
- 4. Arrange for other study groups as needed
- 5. Coordinate ongoing study groups, e.g., Bible Study Fellowship leaders, Women's Bible Study, United Methodist Women, United Methodist Men, summer studies, etc.

**B. Hospitality/Evangelism (Share)**

- 1. Work with Share Team to ensure a strong program of hospitality and evangelism
- 2. Work with volunteer coordinator (Gail Oakes) to recruit and train greeters for worship and other church activities
- 3. Be aware of and encourage participation in community events that provide outreach and publicity for the church, e.g., downtown events, Halloween events, Christmas at Creekmore, etc.
- 4. Develop and maintain other welcoming ministries, e.g., Coffee With The Pastors, Newcomers' Lunch, worship guest follow-up, etc.
- 5. Develop a systematic assimilation process for new people utilizing existing and new programs

**C. Missions (Serve)**

- 1. Work with Serve Team to ensure strong engagement in missional outreach program at the church
- 2. Work with neighborhood schools (Tilles Elementary, Darby Junior High, Northside High School, and Belle Point Technical Academy) to support our partnerships with schools
- 3. Have a working knowledge of various community missions in which the church is involved and promote participation by church members
- 4. Support the Guatemala Medical Mission team as requested

5. Serve as staff liaison with the Chapel Class who coordinate the Last Sunday Breakfast
6. Develop new outreach ministries as time and volunteers allow

### III. Other Tasks

- A. Work with Communications Director to publicize various church programs through church communications outlet and social media
- B. Prepare an annual budget of adult program ministries for the Finance Committee and oversee program expenses relative to budget
- C. Meet with the Administrative Board to share reports of discipleship ministries
- D. Assist Youth and Children ministry staff persons in promoting discipleship, hospitality, and missions.
- E. Serve as staff liaison with the Pacesetters group.
- F. Perform other duties as assigned by the senior minister or executive associate.

### IV. Minimum Qualifications

- A. Bachelor's degree in related field
- B. Experience in program ministries of the church preferred
- C. Computer and social media literate

### V. Core Competencies

- A. Integrity: behavior will be consistent with Christian principles, positive, professional, and appropriately confidential
- B. Passion: ability to communicate and inspire enthusiasm for the life-transforming ministries of the church
- C. Organization: able to organize a highly diverse set of duties and to accomplish responsibilities in a timely manner.
- D. Dependability: able to work independently to initiate and perform tasks without constant supervision.
- E. Personal Relations: will maintain harmonious relations with staff, volunteers, and church members.