



October 2022

POSITION DESCRIPTION: Discipleship Pathway: Engage Coordinator

Accountability & Support: Reports to Executive Pastor of Discipleship, Evangelism and Multiplication

Ministry Responsibilities Summary:

The Engage Coordinator will work with the Executive Pastor of Discipleship to develop programs that reach the unchurched; specifically in the areas of the arts, language and the spiritually curious. They will work with the Admin team to follow up with visitors: enfolding them into the life of Trinity.

Responsibilities Include:

- **Arts as Evangelism**
 - Develop classes in the areas of writing, music, drama, a/v, and culinary, providing community for folks around these common interests.
 - Meet with volunteers to train and resource them as they lead these programs.
 - Partner with the Youth, Family and Community Ministry teams: identifying volunteers within Trinity to serve and unchurched individuals in the community to invest in.
 - Collaborate with the Worship ministry to develop musical programs as outreach.
 - Work with Leadership to invite the participants to take their next step at Trinity.

- **English as a Second Language**
 - Meet with ESL volunteer leaders on a regular basis.
 - Work with Discipleship Pastor to recruit, train and place volunteers.
 - Provide opportunities for ESL Adult learners to meet families within Trinity (Thanksgiving, Christmas, Easter meals).
 - Introduce Students to programs at Trinity (helping to enfold them in the church).
 - Work with Community Outreach team in connecting families to needed resources.

- **Alpha Life Course**
 - Partner with Discipleship Pastor and Volunteer Leaders to offer class twice per year.
 - Meet with leaders on a regular basis to plan and implement the program.
 - Follow up with those who attend and connect them to our Explorations class.

- **General Responsibilities**
 - Work with Discipleship Pathway Staff in promoting these opportunities: in and outside of Church.

- **Work with our Adult Ministry Administrative Assistant to track and maintain the database of these connections (Shelby NEXT, Excel, etc).**
- **Collect testimonies/stories of individuals involved. Utilize various platforms to share their experiences.**

Description of Schedule: Agreed upon office hours. Meet weekly with Discipleship Pathway Pastor & Director, and other meetings as needed.

Accountability & Review: There will be an annual review with the Pastor of Discipleship

Job Qualifications:

Skills & Competencies

- **Outgoing people-oriented person**
- **Strong communication, facilitation, and organizational skills**
- **Thrives on responsibility, multi-tasking, and leadership**
- **Effective training and coaching skills**
- **Proficient user of Word and Excel, has the ability to quickly learn the church database system (ShelbyNext).**

Personal Qualities

- **Vibrant relationship with Christ, established in the basics, ready to disciple others.**
- **Is an outgoing person who is flexible, creative, able to lead, self-motivated, is honest, and has a good sense of when to talk and when to listen**
- **Knows their spiritual gifts and can help encourage others towards a “gifts-based” mentality**
- **Models Christian character, spiritual leadership. Has a growing relationship with Jesus Christ**

Experience & Education

- **Ministry experience, spiritual development, or volunteer management preferred**
- **Experience, passion, sense of call and relevant spiritual gifts will transcend education**

Work Environment/Method/Styles: Administrator, Conceptualization, People Oriented, Teacher/Facilitator, Can Work Independently, Can Work with a Team

Desired Spiritual Gifts: Administration, Discernment, Encouragement, Leadership, Shepherding/Disciple Maker, Wisdom

Hours: Part time (25-29 hours per week)

To Apply: Please send your resume to elizabeth@tupcsa.org