

Job Description

Title: *Director of Discipleship*
Reports to: *Senior Pastor*

SUMMARY

The Director of Discipleship will provide leadership and equip members of the congregation to make disciples in the fulfillment of the Great Commission (Matthew 28:18-20). The Director of Discipleship will lead people along an intentional pathway for believers to mature and multiply in ministry effectiveness through instruction that is intentional and relational. This role will oversee Small Group and Discipleship ministries, as well as other specific ministries as assigned by the Senior Pastor and Elders. If the successful candidate for this position has developed a spiritual gift of preaching, to a level satisfactory by our Elders, they will normally be provided with certain teaching and preaching opportunities, as determined by the Senior Pastor. It is desired that the successful candidate will have proven, seasoned, godly shepherding experience, as well as a passion to pastor and shepherd the people of God in a team setting with humility and a commitment to prayer, sacrifice and service.

RESPONSIBILITIES

I. DISCIPLESHIP MINISTRIES

Small Groups

- Provide oversight to small group administration
- Recruit, train, and disciple small group apprentices, leaders and flock leaders
- Be available as issues arise to provide care and discipleship to leaders and group members
- Lead a small group
- Work with Senior Pastor and Elders in choosing and implementing small group curriculum

Family Ministries

- Give oversight to Hope Kids and Hope Youth ministries
- Provide oversight to Men's and Women's ministry events
- Manage a team of volunteers

Discipleship Classes

- Oversee and coordinate discipleship classes (doctrine, leadership, preaching, etc.)
- Work with staff and elders to research and implement new classes to equip the saints
- Recruit and train up leaders to teach and lead classes

Discipleship Pathway

- Give oversight to welcome and integration ministries
- Conduct baptism and membership interviews
- Teach Step 1 and Step 2 classes and train others to teach them
- Coordinate and process work for Christ applications with administration team as they are submitted
- Manage a team of volunteers

II. OTHER RESPONSIBILITIES

1. Have a love for and involvement in the lives of our church congregation
2. Assist in providing care for the congregation in consultation with the pastoral team as needed
3. Assist in various other ministry opportunities as required and assigned by the Senior Pastor
4. If needed and gifting is evident, preach numerous times throughout the year
5. Develop ongoing accountability relationships in areas such as personal purity, financial stewardship, spiritual disciplines, etc.
6. Prioritize and nurture a healthy relationship with your spouse (if married).
7. Participate fully in various staff meetings/expectations.
8. Collaborate with staff from like-minded churches to utilize best practices and share training.

QUALIFICATIONS

Character

1. Must have a personal, growing relationship with Jesus; a strong commitment to the Word of God and prayer
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23)
3. Must demonstrate a servant's heart (Mark 10:42-45) and be teachable and humble (Philippians 2:3-7)
4. Must have elder potential (1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-5). Though not serving in the role of pastor/elder, all male ministry staff should be on track to qualify

Competency

1. Bachelor's degree preferred
2. Must have comparable work and ministry experience (5+ yrs)
3. Must be able to administrate ministries and oversee volunteers
4. Must have strong organizational and relational abilities consistent with a ministry leadership role
5. Must demonstrate initiative, creativity, and excellence in leading within the established vision
6. Must be a ministry builder and equipper (Ephesians 4:11-12) with skill in recruiting, developing, evaluating, and encouraging volunteer leaders and teams
7. Must be able to motivate and direct others toward a consistent, fruitful development of quality disciples

Community

1. Must have a deep love for and commitment to the local church and seeing it built up (Acts 2:42-47)
2. Must have a willingness to get to know and do life together with other staff, Elders and volunteer leaders, always seeking to keep short accounts, care for, encourage, respect and love each other

Conviction

1. Must be a man of prayer, with a sense of desperation for God to do what only He can do (Eph 3:14-21)
2. Must be in full agreement with the Hope Ottawa mission, doctrine, distinctives and approach to ministry
3. Must be aligned with Hope Bible Church's affiliations and partnerships (e.g., Great Commission Collective)
4. Must agree to abide by the staff policy manual

Capacity

1. Must be a highly motivated self-starter with a strong work ethic
2. Must have the initiative to complete tasks as necessary
3. Must be able to adopt the posture of a lifelong learner, continually growing in skills and knowledge in areas covered by this ministry description
4. Must be willing to put in the hours necessary while maintaining a healthy personal and family life

HOURS and BENEFITS

The Discipleship Director is expected to put in at least 40 hours per week, plus small group involvement and other meetings/activities. As with all ministry roles, this position both allows for and requires flexibility in work schedule. This position includes a full benefits plan with a matching RRSP program.

Please send your application with your CV attached to Pastor Raymond Koprowski via email at info@hopeottawa.ca.