

HYDE PARK COMMUNITY UNITED METHODIST CHURCH  
Job Description

Mission of Hyde Park Community United Methodist Church is to share the love of Jesus to transform lives, Cincinnati, and the world.

## **Director of Connecting and Discipleship Ministry Full-Time (Sundays required)**

*We seek an enthusiastic person who will engage newcomers and connect them to our congregation through hospitality and discipleship, moving them from visiting to belonging to growing as they become disciples of Jesus Christ for the transformation of the world.*

### **1. General Description**

The Director of Connecting and Discipleship Ministry will oversee the Discipleship pathway of Hyde Park Community, from birth through adulthood. They will specifically be responsible for moving persons from guests to connecting to belonging by creating opportunities for a deeper connection with God and others through small group and retreat opportunities. They will plan, develop, and implement opportunities for adult education, especially focusing on inviting new people to engage at a deeper level. The Director of Connecting and Discipleship Ministry will be a member of the Equipping Team, and Servant Leadership Board, and will report to the Senior Pastor.

### **2. Staff Commitments**

Commitment to serving on a team committed to excellence, and dedication to the mission of Hyde Park Community United Methodist Church: sharing the love of Jesus to transform lives, Cincinnati and the world.

### **3. Responsibilities**

#### **Engaging Newcomers**

*Ensure that each guest is welcomed through hospitality and connecting ministries*

+Work with the Director of Communications to create clear entrance ramps for newcomers to help them easily move from visiting to belonging and growing in Christ. Ensure that all messaging and communication, including the website uses friendly, hospitable language that enhances the guest experience.

+ Recruit, equip, and train guest service servant leaders to provide a warm, genuine welcome to all (ushers, greeters, welcome desk servant volunteers)

- + Follow up with first-time guests and newcomers within 24 hours (including inviting them to connect to weekly electronic newsletter lists)
- + Develop teams of hospitality who extend a warm, personal welcome to guests who visit (including coffee fellowship, welcome lunches, and welcome teams for 1<sup>st</sup> time guests)
- + Create and monitor follow-up processes so that new people get plugged into the life of Hyde Park Community United Methodist Church, including the ministry of Fellowship Friends (matching newcomers with members)

### **Connection Ministry**

*Create an environment for assimilating new people into ministry so that Hyde Park Community United Methodist becomes their church home*

- + Invite persons to connect with small group experiences and classes
- + Coordinate and schedule all new member classes
- + Monitor and encourage assimilation of new persons into the church family
- + Create ways to mobilize laity to serve in ministry using multiple tools including, but not limited to The Ministry Fair and One and Done Opportunities

### **Adult Education**

*Facilitate discipleship and care ministries*

- + Recruit, equip, and train volunteer leaders to adult education ministries, including retreat leaders, new connect group leaders, small group Bible study and Sunday School leaders
- + Provide quarterly gatherings to support and encourage all small group and adult education leaders
- + Lead digital discipleship by creating and supporting virtual small groups and classes, including setting up Zoom invites for classes and groups as needed
- + Resource all classes and groups by acquiring curriculum as needed and scheduling of classes and groups in Facility Scheduler
- + Lead and coordinate seasonal offerings for Lent and Advent, including but not limited to seasonal devotional booklets and retreats

### **Discipleship Ministries**

*Oversee ministry development and strategies for making disciples of Jesus Christ through ministries for children, youth, and adults*

- +Develop monthly Discipleship report for the Servant Leadership Board
- + Develop annual budget for Discipleship ministry
- +Check and approve submitted invoices from the Discipleship Ministry Team
- + Oversee, update, and care for the church library

### **Congregational Care**

*Oversee care ministries to members and persons in need in our community*

- + Bring leadership to Stephen Ministry team (recruit persons to serve, facilitate training)
- +Support and encourage the ministry of the Parish Visitor

### **4. Qualification and Skills**

- A. Bachelor's Degree in education preferred.
- B. Demonstrated passion for spiritual formation that facilitates the faith community on their personal journey and increases the spiritual vitality of the congregation.
- C. Managerial skills in goal setting, planning and implementation process.
- D. Virtual/digital education capability strongly preferred.
- E. Proven ability to communicate with multiple audiences

### **5. Accountability**

The Coordinator of Discipleship Ministry will:

- A. Report to the Senior Pastor
- B. Be a part of the Equipping Team
- C. Be held accountable for the following staff commitments:
  1. Commitment to the mission of Hyde Park Community United Methodist Church: sharing the love of Jesus to transform lives, Cincinnati and the world.
  2. There is also the expectation of aligning all work with the areas of focus of the United Methodist Church:
    - a. Leader Development,
    - b. New places for new people
    - c. Engage in ministry with people of poverty
    - d. Address the needs of Global Health
    - e. Commitment to team ministry
    - f. There is trust of other team members
    - g. Engagement in unfiltered conflict around ideas
    - h. Commitment to decisions and plans of action
    - i. Hold one another accountable for delivering plans of action
    - j. Focus upon the achievement of collective goals/results
  3. Commitment to excellence in all areas of responsibility, so that all we do in regard to work and relationships reflects Christ.



