

# Virginia Conference – Job Description

## OVERVIEW

Job Title: Assistant Director of Discipleship and Congregational Vitality

Department: Connectional Ministries

Supervisor's Title: Director of Connectional Ministries for Discipleship and Congregational Vitality

Status: Exempt, Full Time

## SUMMARY

The Assistant Director of Discipleship and Congregational Vitality is responsible for supporting the Director of Connectional Ministries for Discipleship and Congregational Vitality in the development, implementation and evaluation of programs and initiatives to aid in strengthening vital congregations with highly effective lay and clergy leadership within the Virginia Annual Conference. The Assistant Director will work closely with church leaders, staff and volunteers to identify those needs and implement effective programs that promote discipleship and vitality. Primary focus on the implementation of programs and initiatives. Responsible for the tactical tasks in coordinating discipleship programs and supporting church programming teams, including small, midsize and large church leadership teams.

## ESSENTIAL FUNCTIONS

1. Assist the Director in implementing comprehensive plans for discipleship and congregational vitality.
2. Collaborate with staff to facilitate programs and initiatives that promote spiritual growth and development.
3. Work with church leaders to identify and address the needs within the congregation.
4. Provide support and guidance to lay leaders involved in discipleship and vitality programs, including training, resources, and ongoing feedback.
5. Develop and maintain effective communication channels to promote discipleship and vitality initiatives.
6. Monitor and evaluate the effectiveness of discipleship and vitality program initiatives, making recommendations for improvements as needed.
7. Participate in church leadership meetings and committees as needed, providing input and insights on matters related to discipleship and congregational vitality.
8. Implement programs that promote spiritual growth and discipleship within the Conference.
9. Other duties as assigned by the Director of Connectional Ministries for Discipleship and Congregational Vitality, including administrative tasks, attending staff meetings, and participating in church-wide events and activities.

## MAJOR ACCOUNTABILITIES

1. Assist in the development staff and programming teams that will positively impact ministry plan outcomes.
2. Provides ongoing communication with supervisor.
3. Assist in responding to changing ministry needs with creative solutions.
4. Applies the processes and approaches to engage local churches in connectional ministry efforts.
5. Actively participates in connectional ministries and Conference-wide initiatives and teams sharing expertise and performing appropriate team member/leader responsibilities.
6. Represents the Virginia Conference in a variety of settings, communicating the mission/vision and advocating for the Conference as a whole.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED	
Education	Bachelor's degree required in Theology, religious studies or a related field. Master's degree preferred.
Other Specialized Knowledge/Requirements	Membership in The United Methodist Church; knowledge of the United Methodist denominational polity and organizational structure. Program planning, training, and evaluation background and/or community organizing experience. Proficient computer skills,
Experience	<p>Three to 5 years of experience leading in a ministry setting or in a role such as discipleship, spiritual formation, or congregational development.</p> <p>Strong communication and interpersonal skills.</p> <p>Demonstrated ability to implement discipleship programs.</p> <p>Understanding of small group dynamics and ability to train and support small group leaders.</p> <p>Ability to work collaboratively with staff, volunteers and church leaders.</p>