**CALVARY BAPTIST CHURCH - GUELPH**

**JOB DESCRIPTION**

**POSITION TITLE:** Discipleship and Connections Director

**REPORTS TO:** Lead Pastor

**ACCOUNTABILITY:** P = Primary, SH = Shared, SE = Secondary

**PRINCIPAL FUNCTION:** To provide leadership/oversight to Calvary Baptist Church in the area of discipleship to see people, no matter the stage of their faith journey, grow and mature in their relationship with Christ and one another. To equip and empower people to serve both within the church and the community. The Discipleship and Connections Director will also have responsibility for the Connections ministry, ensuring people attending Calvary feel welcome and find a place to belong.

**OBJECTIVE:** To create an environment where discipleship is seen not simply as a class, but a shared responsibility where everyone is involved in being discipled and making disciples.

**RESPONSIBILITIES (OVERVIEW):**

Discipleship/Connections (overall) (P)

1. Develop, with the Lead Pastor, a clear strategy of discipleship primarily focusing on growth in community
2. Development of a strategy to enfold people into the life of Calvary, from the moment they arrive until they are “plugged into” a LIFE group and serving
3. Oversight to the various ministries under the Discipleship/Connections umbrella
4. Recruitment of leaders, teachers, etc. as well as their development and mentorship
5. Planning of special events related to Discipleship/Connections ministry
6. Development of annual budget

LIFE Groups (P)

1. Focus on the development and building of a team of leaders/facilitators for LIFE Groups, including ongoing training and mentoring so that they can lead fruitful groups
2. Emphasize spiritual growth in the context of community where group members play a part in one another’s development and growth
3. Clearly convey what spiritual growth genuinely looks like, particularly to group leaders
4. Offer a variety of opportunities throughout the year for people to get involved in LIFE groups
5. Develop groups specifically for those who are searching, who have not yet come to know Jesus
6. Encourage all congregants to get into a LIFE group and serve on a ministry team

Men’s & Women’s Ministry (SH)

1. Ensure that the leaders of both the Men’s and Women’s Ministries understand clearly the discipleship strategy so that it can be employed in their ministries
2. Provide oversight, support and training where necessary to help the Men’s and Women’s ministries flourish
3. Serve as a resource and the staff point person for these ministries
4. Assist in the development of the annual budgets

Baptism & Membership

1. Work with the Lead Pastor and Elders Team to plan and conduct baptism and membership classes, as well as arranging for both baptism and membership in worship services

Alpha (SH)

1. Provide oversight and support to the Alpha leaders
2. Serve as a resource and the staff point person for the Alpha ministry
3. Assist in developing strategies to engage people beyond Alpha into the life of Calvary Baptist Church
4. Assist in the development of the annual budgets

Connections (SH)

1. Development of a strategy to enfold people into the life of Calvary, from the moment they arrive until they are “plugged into” a LIFE group and serving in minstry
2. Recruitment and development of leaders to oversee the various areas of the Connections ministry, including: Hosts (Greeters), Ushers, Welcome desk, Coffee team
3. Assist in the training of the Connections team
4. Work with Admin Team to ensure that data is collected quickly for new congregants and kept up to date
5. Give oversight to the Newcomer’s Lunches, two to three times per year

Pastoral Team (SH)

1. Active participation in staff meetings, as well as team building events
2. Commitment to the team to maintain healthy, authentic relationships
3. Intentional networking with other team members
4. Participate in annual self-evaluation and performance reviews
5. Assist in planning and execution of staff and church-wide events

Other Duties (SE)

1. Sunday Service, preaching occasionally depending on gifting
2. All pastoral team members are expected to be available to minister to the broader congregation when needed, and to assist other team members when time permits
3. Other duties as occasionally assigned by the Lead Pastor