

DISCIPLESHIP COORDINATOR

Department: Discipleship

Reports to: Rich Horne, Associate Pastor (Discipleship)

PURPOSE OF THE ROLE

To help newcomers to become fully integrated into the life of the church, and to help church members grow in their faith, through coordinating our discipleship activities and providing administrative support to our discipleship groups and leaders.

DIMENSIONS

Working hours: Permanent, part-time salaried role of 21 hours per week, to include Tuesday mornings.

ACCOUNTABILITIES

TO COORDINATE OUR WELCOME & REFRESHMENT TEAMS, SO THAT ALL VISITORS HAVE A WELCOMING EXPERIENCE AT OUR SUNDAY MEETINGS

- Serve our welcome and refreshment teams and leaders, through providing clear communication and administrative support
- Provide new team members and leaders with the practical support and information they need to connect into teams and step into serving
- Coordinate regular meetings with teams and leaders, inviting in other leaders to envision them

TO HELP PEOPLE INTEGRATE FULLY INTO LIFE AT KING'S, SO THEY CAN EXPERIENCE AUTHENTIC COMMUNITY AND ONGOING DISCIPLESHIP

- Contact newcomers as they arrive at King's, providing them with relational connection and signposting simple next steps into church life
- Coordinate our newcomers events, through communicating with caterers, inviting guests and leaders, and tracking attendance and follow-up
- Serve our Alpha and Chapters teams through coordinating rooms and providing administrative support including communication with guests
- Support those considering baptism or membership, organising meetings and materials, and communicating with those being baptised or welcomed in
- Track newcomers and church members, providing reporting as requested and highlighting anyone who would benefit from pastoral follow-up

TO COORDINATE A FULL PROGRAMME OF SMALL GROUPS AND COURSES, TO HELP FOLLOWERS OF JESUS TO GROW IN THEIR FAITH

- Work with the Discipleship Pastor to coordinate a full termly programme of small groups, communicating it clearly on our website

- Liaise with the Operations Manager (Facilities) regarding the use of rooms for groups and courses, updating the centre diary accordingly
- Support Small Group Leaders, with clear communication, encouragement, administrative assistance, and signposting to pastoral support
- Coordinate and communicate regular meetings for our Small Group Leaders
- Track small group attendance, providing reports as requested

TO COORDINATE A CHURCH MENTORING PROGRAMME THAT HELPS FOLLOWERS OF JESUS TO GROW IN MATURITY

- Work with the Discipleship Pastor to identify those who'd make great mentors, and connect them people in key stages of our discipleship journey
- Provide mentors and those being mentored with all the administrative support and practical help they need to build great mentoring relationships
- Track mentoring relationships, following up regularly with mentors and those being mentored

KEY SKILLS, CHARACTER TRAITS AND EXPERIENCE

- A passion to see people disciplined and growing in their faith
- A love for Jesus and his church
- Great organisational and communication skills
- Servant-hearted and teachable
- Reliable and able to take initiative
- Good people skills
- Good administration and computer skills

KEY REQUIREMENTS

- This role has a genuine Occupational Requirement for the holder to demonstrate a clear personal commitment to the Christian faith, sharing and living out the Christian faith in accordance with KCHW's Core Beliefs and teaching, and is committed to KCHW through regular attendance and church membership unless by exceptional agreement with the leadership.
- To adhere to and demonstrate staff values
- To adhere to all staff and church policies in the 'Staff Handbook'

Most recent document amendment: January 2026