

Position Title: Discipleship and Care Coordinator
Reports To: Director of Discipleship and Director of Pastoral Care
Date: November 2023
Hours: Full-Time (including evening hours)

Westside Overview

Atlanta Westside Presbyterian Church (“Westside”) is a 16-year-old church with 800 members located in the westside of intown Atlanta. Our purpose is to embody and preview the Kingdom of God from Buckhead to Bankhead. Our Core Values are:

1. **Prize the Heart:** Jesus changes us from the inside out, so we seek heart change that leads to life change.
2. **Embody Grace:** The way we live together in community is a critical part of how we communicate and experience the Gospel.
3. **Aim for Restoration:** We work to break down every barrier that divides people, especially along the lines of race, class, and culture.
4. **Cultivate Place:** As much as possible, we strive to live, work, play and serve our neighbors on the westside of Atlanta.
5. **Embrace Limitations:** God gives us limits for our good, so we don’t try to do more than he has equipped us for, as individuals and as a church.

Description

The Discipleship and Care Coordinator will have administrative responsibility for discipleship and care ministries in collaboration with the Director of Discipleship and the Director of Pastoral Care.

Responsibilities

Discipleship and Care Programming

- Provide support for discipleship programs (Bible studies, Sunday Equipping Classes, Community Groups, Grace Groups, retreats, equipping weekends, and other short-term classes), for care programs (Care Advisors, Grief, and Recovery), and for prayer ministry
 - Coordinate scheduling of leader interviews, membership interviews, Care Advisor interviews, Crisis Teams, and Long-Term Care
 - Order, prepare, and distribute materials
 - Work with Communications Coordinator to create and manage registrations
 - Oversee discipleship groups in the management system and train new leaders with administrative needs
 - Regular communication with discipleship leaders and participants
 - Coordinate childcare/sitters
 - Arrange for room setup/breakdown
 - On-site support for Discipleship and Care programs – morning and evenings
 - Responsible for building opening/closing for Discipleship and Care programs
 - Prepare weekly prayer lists

Leader Trainings and Events

- Provide administrative support for church-wide discipleship and care leader trainings
 - Manage event promotion and registration
 - Order, prepare, and distribute materials
 - Order catering as needed
 - Confirm sound/tech support
 - Coordinate childcare/sitter scheduling
 - Provide on-site support for trainings and events
 - Responsible for building opening and closing for trainings and events
- Provide support for officer training

General Administration

- Additional roles and tasks as defined by the Director of Discipleship and the Director of Pastoral Care.
- Front-desk reception- receiving packages, greeting co-working and other guests

Qualifications

- Bachelor's degree and exceptional job-specific credentials
- Highly organized with a strong attention to detail
- Demonstrated ability and desire to do administrative work
- Demonstrate ability to multi-task and initiate tasks
- Personal characteristics consistent with Christian maturity

Application

Interested candidates should submit a resume and one-page cover letter specifically explaining why they are interested in the position to hr@atlantawestside.org.