

Job Title:	Director of Adult Discipleship & Outreach	Revision:	June 2026
Reports to:	Lead Teaching Pastor	FLSA:	EXEMPT/FULL-TIME

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*Every one, every day helping one another experience life-giving freedom in Jesus.*

## JOB SUMMARY

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The Director of Adult Discipleship & Outreach is a leader who architects and shepherds the pathways through which adults at Third Church grow in faith and engage in community. This role holds strategic and operational responsibility for adult discipleship programming, outreach partnerships, Neighborhood ministry, hospitality culture, and the church's Leadership Development Pipeline (LDP). Reporting to the Lead Teaching Pastor, the Director serves as a pastoral leader, systems thinker, and team developer who integrates the full discipleship journey — from first contact through maturity and multiplication. The Director supervises the Hospitality Coordinator and the Ministry Coordinator, aligning both roles to a cohesive vision for spiritual formation and community engagement.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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### Strategic Leadership & Vision

- Develop and champion a comprehensive adult discipleship strategy that integrates spiritual formation, community connection, outreach engagement, and leadership development into a coherent and compelling pathway.
- Translate Third Church's mission ("Every one, every day helping one another experience life-giving freedom in Jesus") and core values (Refuge Over Rejection, Progress Over Perfection, Many Over Me) into measurable ministry goals and programming frameworks as we work towards our Outcomes.
- Regularly evaluate program effectiveness, analyze discipleship engagement metrics, and present data-informed ministry recommendations to the Lead Teaching Pastor and Consistory.
- Build and maintain a ministry calendar that coordinates adult programming across all direct-report ministry areas, avoiding conflicts and maximizing engagement opportunities.

### Adult Discipleship

- Oversee the design, curation, and implementation of adult discipleship pathways including groups, classes, cohorts, and self-directed growth resources that grow our congregation in our stated Outcomes.
- Partner with the Ministry Coordinator to recruit, train, and support leaders and teachers.
- Develop curriculum frameworks and teaching resources that are theologically grounded, culturally accessible, and aligned to Third Church's values and doctrinal commitments.
- Build intentional on-ramps for new attenders and guests to move from connection to community, and from community to active discipleship.

- Coordinate with the Lead Teaching Pastor to align discipleship content with sermon series, spiritual rhythms, and all-church initiatives.

### **Outreach Partnerships**

- Cultivate, manage, and expand Third Church's portfolio of outreach partnerships with local organizations, nonprofits, and mission-aligned community initiatives.
- Develop a framework for evaluating, onboarding, and reporting on outreach partners to ensure alignment with Third Church's mission and responsible stewardship of resources.
- Engage congregation members in outreach opportunities by creating accessible volunteer pipelines, awareness campaigns, and storytelling touchpoints that fuel a culture of generosity and service.
- Represent Third Church in broader Pella-area ministry networks and establish collaborative relationships with other churches, parachurch organizations, and civic leaders.
- Coordinate special outreach events, fundraising events, community service projects, and mission mobilization efforts in partnership with ministry staff and outreach volunteers.

### **Neighborhoods Ministry**

- Build and lead Third Church's Neighborhoods strategy.
- Recruit, develop, and supports Neighborhood leaders.
- Create training, resources, and rhythms that equip Neighborhood leaders to facilitate connection, prayer, and outward-facing mission.
- Track engagement, identify growth opportunities, and develop health metrics for Neighborhoods.

### **Hospitality & Guest Experience Oversight**

- Provide strategic oversight, coaching, and pastoral support to the Hospitality Coordinator, ensuring the hospitality vision is theologically grounded and operationally excellent.
- Champion a culture of radical welcome across all touchpoints of the Third Church experience, from parking lot to first conversation to assimilation pathway.
- Collaborate with the Hospitality Coordinator to develop and refine guest experience systems, volunteer training frameworks, and first-impression standards.
- Ensure hospitality ministry is integrated with broader assimilation and discipleship on-ramps so that excellent welcome leads naturally to deeper connection.

### **Leadership Development Pipeline (LDP)**

- Own and develop Third Church's Leadership Development Pipeline — the formal pathway through which emerging and established leaders are identified, developed, deployed, and celebrated.
- Design LDP cohort structures, curriculum, mentorship frameworks, and capstone experiences that build both character and competency in ministry leaders.
- Partner with the Lead Pastors and Team Leaders to identify high-capacity individuals for development, succession planning, and ministry placement.
- Coordinate LDP alumni engagement and ongoing development opportunities that retain and multiply trained leaders within Third Church and beyond.

- Benchmark Third Church’s LDP against best practices from leading churches and leadership development organizations, continuously improving the program’s effectiveness.
- Develop relationships with various seminaries (Western, Fuller, ...) and high learning institutes for opportunities to leverage resources for both LDP and other adult learners.

### Staff Supervision & Team Development

- Directly supervise the Hospitality Coordinator and Ministry Coordinator, providing regular coaching, performance feedback, and professional development support.
- Set clear expectations, goals, and accountability rhythms for direct reports, conducting structured check-ins and annual performance reviews.
- Foster a team culture consistent with Third Church’s values — collaborative, humble, mission-focused, and marked by psychological safety and spiritual health.
- Develop volunteer leaders at all levels within the ministry portfolio, investing in both depth and breadth of the volunteer bench.

### Administrative & Operational Responsibilities

- Develop and manage the annual ministry budget for all areas under the Director’s oversight, ensuring responsible stewardship and timely reporting.
- Maintain accurate records of ministry engagement, outreach partner activity, LDP participants, and Neighborhoods network health in the church’s ChMS platform working with the Ministry Coordinator.
- Prepare and present ministry reports, proposals, and updates for senior leadership and Consistory as needed.
- Perform additional responsibilities as assigned to support the overall mission of Third Church.

## SUPERVISORY RESPONSIBILITIES

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<b># Direct Reports:</b>	2	<i>Number of people directly supervised</i>
<b># Indirect/Volunteer Reports:</b>	Multiple	<i>Outreach, Discipleship, Neighborhoods, LDP, Hospitality Volunteers</i>

## REQUIRED QUALIFICATIONS AND SKILLS

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- Demonstrates a vibrant, maturing faith in Jesus Christ with a lifestyle consistent with biblical standards for ministry leadership.
- Fully aligned with Third Church’s mission, values, and doctrinal commitments; is an active, committed member or willing to pursue membership.
- Proven ability to develop and execute multi-faceted ministry strategy across discipleship, outreach, and community engagement domains.

- Demonstrated experience leading, coaching, and developing staff and volunteer teams in a ministry or organizational setting.
- Strong theological fluency and the ability to communicate biblical content clearly and compellingly across diverse adult audiences.
- Exceptional organizational skills with the capacity to hold multiple ministry portfolios simultaneously without losing focus or quality.
- Excellent interpersonal and relational skills; naturally collaborative, emotionally mature, and effective at building trust across diverse groups.
- Strong written and verbal communication skills, including the ability to present proposals, reports, and vision narratives to leadership teams.
- Proficiency with Church Management Software (ChMS) platforms and standard office productivity tools.
- Exhibits high levels of confidentiality, integrity, and professionalism in all responsibilities.

### **PREFERRED QUALIFICATIONS AND SKILLS**

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- Bachelor's degree in Ministry, Theology, Christian Leadership, Organizational Leadership, or a related field; Master's degree preferred.
- 5+ years of progressive ministry experience, including at least 2 years in a staff leadership or director-level role in a local church.
- Demonstrated experience building or leading a leadership development program, cohort model, or formal discipleship pipeline.
- Experience managing outreach partnerships, community engagement strategy, or mission mobilization in a church context.
- Familiarity with small group ministry models and the theological frameworks that underpin incarnational ministry.
- Proficiency with Planning Center, PushPay, or comparable ChMS platforms.
- Experience with Microsoft Office suite (Word, Excel, PowerPoint, Outlook, SharePoint) and digital communication tools.
- Background in corporate leadership, organizational development, or program management is a meaningful and transferable asset.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

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The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time role requiring consistent availability on Sunday mornings and regular weekday office hours; some evenings required for ministry programming and team meetings.



## JOB DESCRIPTION

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- Travel may be required for outreach partner visits, leadership development events, or ministry network engagements.
- Must be able to move throughout the building during service times and events; must be able to lift up to 25 pounds at times.
- Must be available, responsive, and engaged during working hours to ensure effective communication with staff, volunteers, and ministry partners.

### DISCLAIMER

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I understand this job description describes the general nature of the job along with the essential job functions, requirements, and basic duties. I further understand that this job description does not include a detailed description of all responsibilities, such as those that are peripheral or incidental that may be inherent in the position. I may be required to perform additional functions and requirements as deemed appropriate to meet standards of quality. Third Church of Pella reserves the right to modify the contents of this job description at its discretion. This job description is not to be considered a contract for employment, either expressed or implied, between Third Church of Pella and its' employees.

**I have read and understand the contents of this job description. I have received a copy for my records.**

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Employee Signature

Print Name

Date