

Discipleship Coordinator

Summary/Objective

The overall role of the Discipleship Coordinator is to ensure the campus ministry team stays committed to its priority of discipleship to international students by tracking and coordinating Bible study groups, 1-1 discipleship, annual student retreat. A successful person in this role will foster thriving and cooperative relationships with team members in the Central Ohio IFI location.

Responsibilities

The Discipleship Coordinator will (list not all inclusive):

- Ensure campus ministry ministers make discipleship and engagement in the ministry a priority by using experiences like bible study groups, 1-1 intentional discipleship, and annual student retreats, to raise up others to disciple
- Track campus ministry time spent on discipleship and analyze its proportion of time in respect to other activities
- Collaborate with other ministry organizations, churches, and ministry workers to enhance the spiritual growth of international students
- Work with campus ministry ministers and event coordinator to ensure follow-up of internationals contacted after any IFI ministry event
- Foster thriving and cooperative relationships with campus ministers and mobilization staff
- Ensure timely responsiveness to Mission Support requests, such as statistical information
- Meet with supervisor for frequent input, direction, and counsel on discipleship efforts/activities and conduct periodic goals assessment with supervisor on the discipleship process
- Perform an annual self-evaluation with supervisor of previous year's performance, set goals for the upcoming year, and develop a plan for personal/ministry growth
- Develop and maintain financial and prayer partnerships for the budgeted needs of the role by sharing the vision of the ministry, ensuring minimum monetary standards are achieved, partner care, and sending out a ministry newsletter at least every other month to partners
- Take part in direct ministry at an IFI location, such as at least two of the following:
 - Be a friendship partner or disciple at least three international students
 - Participate in or lead a bible study for international students, sharing Christian spirituality as a way of life even among different cultures
 - Participate in/help plan cultural activities with international students and relate with students from different cultures
- Other duties, as assigned. Duties/responsibilities may change at any time.

Qualifications, including Spiritual Characteristics

- Adherence to IFI's statement of faith, core values, and policies
- Is faithful, loyal and dedicated to IFI's mandate from the Lord to extend life-changing hospitality and friendship to international students out of reverence for Jesus
- Godly character that follows the examples defined in I Timothy 3 and Titus 1¹

¹ self control in matters of food, alcohol, and other addictive substances; free from the love of money; not given to anger; practicing hospitality; committed to loving their spouse, if married, and to discipling children (if the Lord has so granted); a forgiving spirit; tested by difficulties; and knowledgeable of the Word of God

- Well organized with excellent attention-to-detail, planning, and execution skills
- Be a self-starter, able to work independently, as well as a team player, including with diverse populations from different ethnic background
- Ability to work under stress and be flexible
- Proficient with technology, including Microsoft Office and Google applications
- Ability to hold themselves and others accountable

Required Education and Experience

- Minimum of a Bachelor degree
- Certificate-level completion of Perspectives on the World Christian movement is preferred and, if not existent, should be completed within three years of employment with IFI.
- Cross-cultural experience preferred

Position Type, Expected Hours of Work, and Travel

The work environment of this position can be diverse, including a home office or campus setting. This is a full- or part-time, salaried, deputized-fundraising position that requires both consistency and flexibility in scheduling. Work evenings and/or weekends when participating in IFI events may be required. Local travel is expected, as is attendance at the annual IFI Staff Retreat. Some other conferences may be available, as well.

Physical Requirements

The role requires an employee to frequently sit, stand, walk, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 30 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

International Friendships, Inc. (IFI) is a faith-based organization. Therefore, only those willing to adhere to IFI's statement of faith, core values, and policies will be reviewed for this open position. International Friendships, Inc. is otherwise an equal opportunity employer.