

Position: Discipleship Assistant

Reports to: Discipleship Pastor

Job Status: Part-time, hourly employee (21 hours a week)

Job Description

The Discipleship Assistant provides administrative and logistical support for the Discipleship Ministry at Five Stones Church, carrying the operational responsibilities that allow pastoral leaders to focus on vision, shepherding, and leader development. This role supports the discipleship ministry as a whole by helping maintain clear, organized, and healthy systems, communication, and processes for Life Groups and discipleship pathways, in alignment with the church's mission, vision, and values.

Responsibilities

- Provide administrative and organizational support for the Discipleship Ministry, including assistance with scheduling, documentation, correspondence, and follow-up for pastors, ministry leaders, and servant leaders.
- Receive, organize, and respond to general discipleship-related communication (email, phone calls, forms, etc.).
- Support the operational and logistical needs of Life Groups and discipleship pathways, including leader onboarding, scheduling, communication, and system updates.
- Assist with tracking Life Group participation, leader engagement, and discipleship metrics, generating reports as needed.
- Help coordinate assimilation and next-step processes that connect guests, attenders, and partners into Life Groups and discipleship environments.
- Coordinate logistics for discipleship-related events, meetings, training, and leader gatherings, including calendar requests, room reservations, forms, supplies, and food.
- Assist with discipleship ministry events on the day of the event, as requested.
- Maintain accurate and up-to-date information in FS Connect (or similar church management system) related to Life Groups, leaders, and participants.
- Assist with documenting and updating discipleship ministry processes and tracking required leader documentation, including background checks.
- Support consistent communication and coordination across discipleship-related ministries (Life Groups, FS Women, FS Men, FS 55+, Young Adults). Collaborate with staff teams to ensure communication, production, purchasing, and logistics are completed according to established procedures.
- Assist with other tasks as assigned.

Qualifications and Skills

- A growing and vibrant relationship with Christ.
- A partner of Five Stones Church or willing to become a partner.
- A heart for the local church and a passion to help others take their next step with God.
- A person of integrity, authenticity, and humility marked by transparency and a servant's heart.
- Strong organizational, administrative, and time-management skills.
- Gives attention to detail, with the ability to prioritize tasks, work well under pressure, and manage multiple responsibilities.
- Clear written and verbal communication skills.
- Committed to improvement; seeks constructive feedback and understands personal strengths and limitations.
- Computer skills preferred but not required: Google Workspace (Docs, Gmail, Drive), Microsoft Office Suite, and FS Connect or similar CRM systems.
- Ability to meet the physical and practical requirements of the role, including adequate vision, hearing, and speech; ability to lift up to 35 pounds; and a valid driver's license when necessary.

Experience

- A minimum of two years of similar responsibility (administrative), with ministry experience preferred.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Five Stones Church reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.