

Mt. Lebanon Evangelical Presbyterian Church

255 Washington Road
Pittsburgh, PA 15216

Discipleship Director

Position Type

Part time, 20 hours per week, flexible, PTO*

Reports To

Senior Pastor

Position Summary

MLEPC's vision is to be a church that welcomes all generations and nations into the household of God, where Christ dwells with His people, the light of the Holy Spirit illuminates our hearts, and the seeds of faith flourish and multiply. In pursuit of this vision, we seek a Discipleship Director who will help us become a congregation of disciples who abide in Christ, reflect God's love in visible faithfulness and service to God and each other, and bear fruit in making other disciples.

The Discipleship Director casts bold, Christ-centered vision and provides passionate leadership for the church's small group ministry. This role exists to draw people into authentic, life-giving community where they encounter Jesus, grow as His disciples, and live out their faith together. By cultivating relationships rooted in Scripture, prayer, and service, the Director equips believers to follow Jesus more deeply. Additionally, the position will require time spent recruiting, training, and empowering small group leaders, and ensuring that every group reflects the mission, values, and transforming love of Christ. Another key role of the Discipleship Director's position will be to help integrate discipleship into all aspects of the church along with leadership.

Key Responsibilities

Vision & Strategy

- Champion the vision and purpose of small groups within the church.
- Align small group ministry with the church's mission and discipleship pathway.
- Evaluate and improve the effectiveness of small groups on an ongoing basis.
- Identify, recommend to Session, and help implement curriculum and programs.

Leadership and Oversight

- Recruit, train, coach, and support small group leaders and other program and ministry leaders in making disciples.

- Provide ongoing care, encouragement and accountability for the leaders and help them and their groups grow and mature in their faith.
- Facilitate leader meetings, training, and development opportunities.

Group Development & Care

- Launch new small groups and help sustain existing ones.
- Assist with group placement and onboarding of new participants.
- Address group dynamics, challenges, and provide pastoral care needs in coordination with the pastors and church leadership.
- Serve as a first point of contact for small group concerns. Refer pastoral care needs to appropriate staff member.
- Assist in conflict resolution within groups as needed.

Administration and Communications

- Maintain accurate records of groups, leaders, and participants.
- Coordinate group sign-ups, schedules, and curriculum.
- Communicate regularly with leaders and participants through email, meetings, or church systems.
- Work with the Director of Engagement to develop and implement an effective communication and recruitment strategy.
- Work with ADMT to create and manage annual budget for curriculum and materials as needed.
- Other duties as assigned or requested.

Collaboration

- Work closely with pastors and staff, Discipleship Making Task Force, and Adult Discipleship Ministry Team. Coordinate with other ministry teams as needed.
- Support church-wide initiatives, sermon series alignment, and seasonal group launches.
- Participate in staff meetings as requested.
- Partner with the Director of Media and Engagement for media related projects, communication plans, and ensuring the success of the church-pathway with a smooth handoff from visitor to active participant.

Qualifications

Required

- Growing, mature Christian faith and active participation in church life.
- 5+ years of experience leading or facilitating small groups.
- Strong relational, organizational, and communication skills.
- Ability to recruit, train, and encourage volunteers.
- Alignment with the church's and denomination's theology, mission, and values.

- Easter and Christmas seasons require all staff members to be in the office and certain PTO blackout dates will be in effect at those times of the year.
- Weekly attendance is required during worship and Sunday School hour (after church services).

Preferred

- Degree in Biblical studies, Christian leadership, or theology.
- Experience in volunteer management or discipleship ministries in a church or parachurch setting.
- Familiarity with church management software and digital communication tools (Realm, Constant Contact).

Core Competencies

- Spiritual leadership and shepherding
- Volunteer development
- Organization and follow-through
- Team collaboration
- Knowledge of common computer applications and the ability to use technology adequately and appropriately, esp. Microsoft Office and Adobe Acrobat
- Public speaking (e.g. leading training workshop and doing announcements at church)

**PTO is allotted for regularly scheduled part-time employees working 2+ days a week with the amount of time TBD based on experience, job responsibilities and personal needs.*

If interested in this position and meet the above requirements, please email your cover letter and resume to MLEPCHR@mlepc.org.