

Job Title: District Program Coordinator (30 hours)

Salary: Negotiable, commensurate with experience

Continuing Education: United Methodist Lay Ministry Training

Projected start date: Immediately

The responsibilities of District Program Coordinator will be directed towards assessing, designing, and implementing those programs and systems that will enhance and encourage a connectional tie between ministries, communities, and churches within the West District. The goal of this position is to create a consistent connection of ministries within the West District through opportunities for leadership development, information flow, sharing of resources, and shared ministry opportunities. This position requires a working knowledge of the United Methodist Church, Biblical and Wesleyan understanding of ministry, demonstrated personal integrity, consistent work ethic, exceptional leadership, interpersonal and organizational skills, budget administration, ability to work with staff colleagues and ability to maintain confidentiality in all relationships.

Duties

- Responsible directly to the District Superintendent.
- Work with District Superintendent to provide insights and input into ways to connect, support, and resource district churches in ministry.
- Create connections among local churches to facilitate programming through shared resources and expertise... i.e. Youth, children, senior adult, outreach, and evangelism.
- Work in developing systems for dissemination of information and opportunities for ministry through district website, social media, and personal contact.
- Enhance connectedness and involvement through the effective use of social media.
- Encourage and facilitate the opportunities and training for leadership development and ministry participation, such as: Lay Servant/Lay Speaker Ministry, Volunteer-In-Ministry (VIM), and Early Response Training (ERT).
- Create, implement, and facilitate a yearly training whose purpose is to share ideas for ministry development, as well as needed knowledge that provide area churches to function in healthy and growing ways.
- Facilitate and provide for Pulpit Supply for district churches as needed.
- Promote conference events within the district.
- Serve as Liaison to District Strategy Team, coordinate District Strategy Team meetings, and schedule the district calendar and events.
- Other duties as assigned by the District Superintendent regarding mission and outreach.

Send inquiries and resume to: West District, Rio Texas Conference of the United Methodist Church, 1315 S. Abe Street, San Angelo, TX 76903 or westamy@suddenlinkmail.com#