Sample Template – Front Page

- **Job #**: For reference or organization in addition to alphabetical listings. These are not numbered in order of priority.
- **Job Title**: The title of the leadership position, listed for reference.
- **Connection to Discipleship**: Two or three sentences that clarify how the job affects discipleship systems, pathways, and culture for the local church.
- **Church's Definition of Effectiveness/Fruitfulness**: Intentionally left blank for local church leadership to consider and complete. What positive impacts will this position create if done effectively?
- **The WHY for this Position**: One sentence to frame why this position makes a difference for the congregation.

11 | Nurture, Outreach, and Witness (NOW) Coordinator

Connection to Discipleship – This position plays a vital role in creating a culture of intentional discipleship by helping people take their next faithful steps in following Christ. Through nurture, outreach, and witness, the leader helps identify spiritual needs, build relationships, and guide others into deeper connection with God and neighbor. By aligning ministries with a clear discipleship pathway, this role ensures that every effort contributes to forming mature, engaged disciples who live out their faith in daily life.

Church's Definition of Effectiveness/Fruitfulness:

The WHY for this Position – The purpose of this position is to lead the church in nurturing faith, reaching out with compassion, and bearing witness to Christ so that all people may grow as disciples who transform the world through love, service, and spiritual maturity, especially through developmental storytelling.

Potential Outcomes – Effectiveness in this position means addressing community and congregational needs through care, service, and faith-sharing, creating a culture of discipleship marked by deep relationships, outward engagement, and authentic witness.

Spiritual Gifts, Skills, and Talents

- **Spiritual Gifts**: Servanthood, faith, teaching, exhortation (encouragement), leadership, compassion, knowledge, helping, and administration.
- These leaders must have a genuine interest in helping others deepen their relationships with God and people and then lead from the strengths of their own spiritual gifts.
- They should be interested in researching, planning, and implementing storytelling and accountability in ministry.
- They need to listen well and communicate with people of all ages in the congregation and community. They need to be able to build ministry teams and work well with others—individually and in groups.
- These leaders must have a passionate interest for the ministry area they coordinate as well as the ability to collaborate to bolster discipleship ministry.

Expectations and Opportunities

- Cultivate a healthy and growing personal spiritual life and encourage all ministry teams to do the same.
- Lead ministry teams in regular biblical and theological reflection on the church's mission.
- Plan and facilitate meetings that set goals, evaluate progress, and guide the team's work throughout the year.
- Report regularly to the charge conference or church leadership team for accountability and alignment. Think of this role as a "hub" connected by many ministry spokes to the larger "wheel" of ministry that encourages the church to be a movement instead of an institution.
- For this role specifically, "nurture" refers to ministry support opportunities created to help those already connected to the church to continue in their discipleship. "Outreach" refers to ministry support opportunities with new and emerging individuals and partners connecting to the church in new ways. "Witness" refers to ministry support opportunities that amplify the ability of the church to tell stories of transformation and encounters with God through discipleship experienced through the church's ministry.

- **Potential Outcomes**: One to two sentences that the person with this job description can refer to when they feel uncertain about the core outcomes of their work.
- **Spiritual Gifts, Skills, and Talents Helpful**: Point-by-point list of the spiritual gifts and skills that a church leader/recruiter may see in potential candidates AND skills/talents candidates will use during their time in this position.
- **Expectations and Opportunities**: Point-by-point list, and each statement begins with a verb. These are three to seven actions the person serving the role is expected to accomplish.

Sample Template – Back Page

Overlaps and Combinations

- Evangelism committee leader (O)
- Community volunteers coordinator (O)
- Missions ministry team leader (O)

Support, Accountability, and Testimony

- The pastor, pastors, teachers, and others in the congregation, the community, and other congregations who share a passion for sharing God's love through service, outreach, and faith-sharing. Due to the broad nature of this position, relationships across many ministry areas and leadership groups are important.
- The NOW team may be responsible to the church council, evangelism teams, and/or community engagement teams.
- The NOW team works with the church historian, worship leaders, and volunteer leaders to identify where the efforts of NOW leadership can be most impactful. The team tracks the impact of training and support offered, new connections made, and relationships formed.

Getting Started

1. **Connect and Listen:** Meet with the pastor, ministry leaders, and members of the congregation to understand their hopes for the church and how your role in nurture, outreach, or witness can support that vision. Listen deeply to their stories, values, and dreams.
2. **Explore and Observe:** Pay attention to the congregation and the surrounding community. Ask questions, listen carefully, and identify the physical, emotional, and spiritual needs. Note current ministries and look for ways to collaborate or strengthen them.
3. **Pray and Discern:** Set aside regular time for prayer, bringing your insights, concerns, and gratitude to God. Ask for guidance on leading your team and serving your church and community.
4. **Gather and Plan:** Within the first month, bring together your ministry team—or invite others who are interested from other ministry areas—to build relationships, share ideas, and begin planning goals and activities for the year ahead.
5. **Nurture:** Connect with others to learn about ongoing fellowship, support, and training efforts for those connected members or connected to your church. Survey what is effective and where there are gaps, pain points, or a lack of support felt by volunteers and ministry teams.
6. **Outreach:** Meet with the evangelism, missions, and service, and any other outwardly connected leaders in the church. Identify ways to support their outreach efforts through prayers, presence, and mission.
7. **Witness:** Meet with other ministry leaders to learn how they collect stories of impact and transformation related to discipleship. Survey church communications and ministries to learn what current ministries and witness opportunities exist. Seek to expand and standardize the expectation of storytelling as part of discipleship pathways and systems.

Resources for Support

- Ask the UMC (official guidance and answers), https://www.umc.org/en/who-we-are/ask-the-umc/ Tags: Email: asktheumc@umc.org
- Charting a Course of Discipleship: A Workbook in Christian Discipleship by Teresa Gilbert, Patty Johnston, Jay Sugarmeister, revised by Delia Halverson (Nashville: Discipleship Resources, 2012)
- Deepening Your Effectiveness by Dan Dover and Claudia Love (Nashville: Discipleship Resources, 2010).
- Take Your Church Down a Peg(s)! by Mary Brown, Kathy Harris, and John Briggs (Nashville: Discipleship Resources, 2004).
- Five Practices of Fruitful Congregations by Robert Schnase (Nashville: Abingdon Press, 2017).
- Guidelines for Leading Your Congregation, 2017-2028 (Nashville: Abingdon Press, 2016).
- Healthy Membership Church (Cokesbury, 2014).
- Knowing Who We Are: The Wesleyan Way of Grace by Prof. Lawrence C. Wanser (Abingdon Press, 2014).
- Safe Sanctuaries®, www.umc.org/discipleship-ring/leadership-resources/safe-sanctuaries
- Transforming Community: The Wesleyan Way to Missional Congregations by Henry Knight III and F. Douglas Powe, Jr. (Discipleship Resources, 2016).
- Wesleyan Hill-valley: Reclaiming the Heart of Methodist Identity by Ashley Haggar (Abingdon Press, 2021).

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The United Methodist Church

The New 100 Descriptions: Organizing Leadership in the Local Church to Enhance Discipleship
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- **Overlaps and Combinations**: Other job descriptions with which this position may overlap or work due to similar responsibilities. Any jobs listed with an (O) have the potential for overlapping or complementary responsibilities. Jobs marked with a (C) are positions that have enough in common that they may easily be combined.
- **Support, Accountability, and Testimony**: Point-by-point list of three to six items where a person in this job should expect support from other church leaders or the congregation AND to which committees/roles the person will be accountable in reporting. It also may include an item regarding support for collecting stories of impact from this job and how they may be shared with the congregation.

- **Getting Started**: Three to five actions that a person taking on this job description should do in the first ninety days of that role.
- **Resources for Support**: Short list of digital or print resources, apps, agency connections, and so on that might inform this job's work or approach; or include tools the person might use to accomplish the work.