

Title: Discipleship Ministry Assistant
Reports to: Equipping Director
FLSA Status: Non-Exempt
Approved By: Michael Davis
Approval Date: August 2025



HOUSTON NW CHURCH

POSITION OVERVIEW

Work with Discipleship Ministry to create a sustainable model for ministry to adults that supports the overall discipleship goals of Houston Northwest Church Leadership.

To be successful in this role a candidate must have strong hospitality skills and be highly organized with strong attention to detail. All HNW employees must fully support the ministry of HNW and its leadership team through their actions and are expected to maintain a professional and positive presentation to all members of the congregation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assimilation: Work each week with Discipleship Team to assimilate members and attenders into groups, studies, membership class, and other discipleship ministries.
- Presence: Serve each Sunday as the Discipleship liaison. Be prepared to connect people to groups, answer questions, and recruit volunteers. Plan, host and lead various discipleship events, including membership class, baptism class, group connect, and leader trainings.
- Communication: Cultivate relationship with discipleship ministry leaders and communicate with them regularly.
- Assistance: Meet with the Equipping Director and Groups Director weekly to review calendar, schedule events, discuss discipleship ministry, organize new groups, strategize future discipleship opportunities, and assist with the budget.
- Discipleship: As available, invest in discipleship relationships with those God has placed in your path. Be a disciple maker and example.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent is required.
- 1-3 years of experience in similar roles.
- Sunday or weeknight hours will be required for discipleship ministry events, as needed.
- Excellent verbal and written communication skills.
- Highly organized and detail oriented.
- Ability to recruit, train and inspire teams of volunteers.
- Strong time management and organizational abilities.
- Strong interpersonal skills with a warm and inclusive personality.
- Servant leader with a heart for seeing others grow towards Christ.
- Strong computer skills required. Intermediate to advanced proficiency in MS Office (Word, Excel, Outlook), and social media platforms.
- Ability to work independently with minimal supervision.
- Ability to perform well with distractions & interruptions.

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- Ability to be flexible and adaptable.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.