

Jarrettown United Methodist Church

1460 Limekiln Pike
Dresher, PA 19025
Jarrettown.Church

Part-Time Director of Discipleship October 2026

GENERAL DESCRIPTION: Jarrettown UMC is an energetic, mission-focused congregation located in the Philadelphia suburbs. We have an opening for a part-time Director of Discipleship (16 hours per week) who will contribute to programs that guide church members and visitors along our Discipleship Path. We use the Gather (worship), Grow (discipleship), Serve (ministry) and Share (mission and outreach) model to empower all people to become totally committed followers of Jesus Christ. The Director of Discipleship collaborates with the pastor, church staff, church leaders, and many volunteers, to help achieve our mission of “Bringing Faith and Community Together”. This role offers the opportunity to use a wide range of skills in four key areas of responsibility.

GATHER: WORSHIP

Hospitality/First Impressions

- Work with Welcome Center volunteers to ensure all visitors are greeted and provided with appropriate information and materials
- Work with pastor to be sure all visitors receive follow up contact
- Alert Trustees and/or pastor to building problems, signage issues, or any safety concerns
- Work with church office administrator to recruit and train greeters and ushers

Social Hour

- Recruit, train and schedule social hour volunteers
- Keep Friendship Center stocked with needed supplies
- Plan special refreshments (Confirmation, Donuts for Dads, Mother’s Day and other celebrations)

Tech Team

- Recruit, train and schedule Tech team volunteers to facilitate in person and livestreamed worship
- Keep equipment up-to-date, working within church budget for repairs and upgrades
- Schedule Sunday livestream broadcasts
- Edit broadcasts as needed
- Work with staff and volunteers to prepare slide deck for each worship service
- Monitor Tech booth and fill in when needed
- Monitor all tech-related subscriptions (Boxcast, MediaShout, etc.)

GROW: Discipleship

Member Engagement

- Invite new members/attenders to get involved in groups that they may have interest in
- Intentionally include new people in ministries
- Offer information on ministries to encourage involvement
- Be available Sunday mornings to answer questions and greet any visitors

Shepherd Ministry

- Each member of the congregation has been assigned a shepherd to help make sure everyone stays connected to the church. Receive monthly reports from shepherds and alert visitation team leader and pastor of any concerns
- Assign new church members to a shepherd as needed
- Recruit and train new shepherds as needed

Congregational Care

- Alert pastor and visitation team leader for follow up with hospitalizations, illnesses, or other life difficulties
- Consider offering specialized programs, such as GriefShare or other support groups
- Provide a sign-up for meals or other supports to assist church members
- Start new small groups to meet evolving needs

SERVE: MINISTRY

Promote the ministries of Jarrettown UMC through

Social Media – Ensure a good representation of the church online

- Create posts, work with other staff on their events
- Follow Sunday involvement on Facebook
- Schedule post calendar and ensure connections

Website – Work with church office administrator and other staff to keep the website up-to-date and user friendly

- Calendar updates
- Visual updates

SHARE: MISSIONS & OUTREACH

Work with church groups to offer opportunities for community participation while supporting our mission and vision

- Attend monthly missions committee meetings
- Support established events and projects sponsored by various church groups as needed (such as the MLK Day of Service, weekly gathering of Bread Drop peanut butter sandwiches, Wreaths Across America annual service)

- In consultation with church staff and missions committee, initiate one to two additional service projects/events throughout the year.

COMPENSATION: This is a part-time position, \$25 per hour, 16 hours per week. Four of those hours will be on Sunday mornings from 8:00 am to noon. The other hours are flexible during the week. Paid vacation and sick time are outlined in our Employee Handbook, with four Sundays off per year. There is a small budget for training. No other benefits are available.

SAFE SANCTUARY POLICY: All Jarrettown UMC employees must complete required background checks and keep them updated according to our Safe Sanctuary policy (currently, updates are required every five years). The two unrelated adult rule will be followed at all times when working with children and vulnerable adults.

TO APPLY: Please send a cover letter and resume to Gilda Bailey, JUMC office administrator, at jarrettownumcoffice@gmail.com.