

UNITED CHRISTIAN FAITH MINISTRIES

Assistant Director of Enrollment and Retention

The Adult Christian Formation Classes offers eight courses to provide the believer with knowledge and a foundation to live life skillfully. The courses are offered in two series, our Spiritual Disciplines Series, and our Stewardship Series.

Ministry Area/Department	Discipleship
Position	Assistant Director of Enrollment and Retention
Accountable To	Adult Christian Formation Director
Ministry Target	Members
Position Is	Stipend
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Expresser-leader, administrative-leader, or analyst-leader
Passion For	Education*Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** two hours a month

RESPONSIBILITIES/DUTIES

- Launch and host enrollment prior to each semester (utilizing churchteams)
- Maintain weekly attendance records (utilizing churchteams)
- Maintain effective and efficient record keeping procedures
- Follow up with students after absences
- Map and improve the student's journey through strategies that makes them engage with our curriculum
- Rewards and recognitions for student attendance and participation
- Send weekly attendance records to Discipleship Director